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CALENDAR .. Action Taken

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE DOCUMENTS DEPT.
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SEP 18 1995

TUESDAY, SEPTEMBER 12, 1995 - 1:00 P.M. Veterans Building
401 Van Ness Ave., Room 410

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PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Hallinan - Items 7-16 and 18-35
Supervisor Teng - Item 1

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 89-95-6. [SDI Coverage, 1248 Assistant Division Manager] Resolution authorizing enrollment of Classification(s) 1248 Assistant Division Manager, in the State Disability Insurance Program. (Department of Human Resources)
 - (b) File 133-95-7. [State Grant, Waste Prevention Campaign] Resolution authorizing the Chief Administrative Officer (CAO) of the City and County of San Francisco to accept and expend \$50,000 from the League of California Cities/California Integrated Waste Management Board. (Chief Administrative Officer)
 - (c) File 146-95-12. [Federal Grant, Interactive Nutrition Education] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply retroactively for a grant of \$165,000, which includes indirect costs in the amount of \$27,750, based on 22.2% of salaries, from the United States Department of Agriculture for Interactive Nutrition Education Services; providing for ratification of action previously taken. (Supervisors Shelley, Alioto)
 - (d) File 146-95-13. [State Grant, Cardiovascular Health Awareness] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for retroactively a grant of \$7,500 from the State Department of Health Services for Cardiovascular Health Awareness and Prevention Services; providing for ratification of action previously taken and waiving indirect costs. (Supervisors Shelley, Alioto)

- (e) File 148-95-4. [Grant-Federal, City Base Map Project] Resolution authorizing the Department of Public Works to apply retroactively for \$951,606 in grant funds awarded by the United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to develop a telecommunication network to improve access, develop an informational resource, and further the use of the City's Official Base Map; waiving indirect costs. (Department of Public Works)
- (f) File 133-95-8. [Grant - State, Household Hazardous Waste] Resolution authorizing the Chief Administrative Officer (CAO) of the City and County of San Francisco to apply for up to \$120,000 in discretionary grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs. (Chief Administrative Officer)

ACTION: Items (c) and (e) removed from Consent Calendar. Remainder of Consent Recommended.

- c. File 146-95-12. Hearing held. Amended on lines 3 and 9, by replacing "\$165,000" with "\$161,370." Further amended on lines 4 and 10, by replacing "\$27,750" with "\$26,082." Recommended as amended. New title: "Authorizing the Department of Public Health, Community Public Health Services, to apply retroactively for a grant of \$161,370, which includes indirect costs in the amount of \$26,082, based on 22.2% of salaries, from the United States Department of Agriculture for Interactive Nutrition Education Services; providing for ratification of action previously taken."
- e. File 148-95-4. Hearing held. Amended on page 1, line 10, by replacing "waiving indirect costs" with "including indirect costs in the amount of \$78,759." Further amended on page 2, line 3, after "funds," by adding "including indirect costs in the amount of \$78,589." Further amended on page 2, line 9, by deleting "and that," and by deleting line 10. Recommended as amended. New title: "Authorizing the Department of Public Works to apply retroactively for \$951,606 in grant funds awarded by the United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to develop a telecommunication network to improve access, develop an informational resource, and further the use of the City's Official Base Map; including indirect costs in the amount of \$78,759."

REGULAR CALENDAR

2. File 107-95-1.2. [Mandatory Direct Rent Payment Program] Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Payment Program," is to be implemented including the release of funds by the Controller for this program which were placed on reserve by the Board of Supervisors. (Supervisor Hallinan)
(Consideration continued from 8/22/95)

ACTION: Hearing held. Consideration continued to October 24, 1995, meeting.

3. File 172-95-38. [Contract Amendment, DPH - Dept. of Health Services] Resolution approving an amendment to an existing agreement with the State Department of Health Services to reduce funding and extend the term, and authorizing the Department of Public Health to accept and expend up to \$1,083,334 to develop a Medi-Cal Managed Care Local Initiative and to make corresponding changes to an existing contract with Progress Foundation as fiscal agent for use of these funds. (Also see Files 172-95-39, 172-95-40.) (Supervisor Leal)

ACTION: Hearing held. Recommended.

4. File 172-95-39. [Novation Agreement, DPH - DHS/Progress Foundation] Resolution authorizing the Director of Public Health to execute a novation agreement with Progress Foundation to substitute the San Francisco Health Authority for the City and County of San Francisco as a party to an agreement which provides fiscal intermediary services for the San Francisco Health Authority for State funding for development costs for the Medi-Cal Managed Care Local Initiative. (Also see Files 172-95-38, 172-95-40.) (Supervisor Leal)

ACTION: Hearing held. Recommended.

5. File 172-95-40. [Novation Agreement, DPH - Dept of Health Services] Resolution authorizing the Director of Public Health to execute a novation agreement with the State Department of Health Services to substitute the San Francisco Health Authority for the City as a party to an agreement which provides State funding for the development of a Medi-Cal Managed Care Local Initiative responsible for providing health care services to Medi-Cal beneficiaries. (Also see Files 172-95-38, 172-95-39.) (Supervisor Leal)

ACTION: Hearing held. Recommended.

6. File 51-95-2. [Employee Claims, Personal Property Damaged/Stolen] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty.

April, May, June

ACTION: Hearing held. Resolution prepared in and reported out of Committee. Entitled: "[Reimbursement to Employees] Authorizing reimbursement for cost of personal property of City and County employees damaged/stolen in the line of duty." Recommended. (Controller's report amended for Lucrecia Mellegers by replacing "No Recommendation" with "\$549.00.")

7. File 93-95-35.2. [Amendment to MOU, Local 21] Ordinance amending Ordinance No. 221-95 to correct non-economic clerical errors and omissions to the provisions of the Memorandum of Understanding between the International Federation of Professional and Technical Engineers, AFL-CIO, Local 21 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1997. (Department of Human Resources)

ACTION: Hearing held. Amendment of the Whole adopted. Recommended as amended.

8. File 93-95-46.1. [Amend MOU, Local 200, SEAM] Ordinance amending Ordinance No. 233-95 to correct non-economic clerical errors and omissions to the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 200, SEAM and the City and County of San Francisco for the period July 1, 1995 through June 30, 1998. (Department of Human Resources)

ACTION: Hearing held. Recommended.

9. File 96-95-3. [Sale of Surplus Property] Ordinance authorizing the sale of surplus City-owned property and adopting findings pursuant to City Planning Code Section 101.1. (Parcel 1. Assessor's Block 4832, Lot 8, located at the northeast corner of the intersection of Yosemite Avenue and Ingalls Street; Parcel 2. Assessor's Block 3644, Lot 5, located on the west side of Valencia Street between 23rd and 24th Streets; Parcel 3. Assessor's Block 3577, Lot 60, located on the south side of 17th Street between Guerrero and Valencia Streets; Parcel 4. Assessor's Block 513, Lot 15, located on the south side of Greenwich Street between Scott and Pierce Streets.) (Real Estate Department)

ACTION: Hearing held. Recommended.

10. File 96-95-4. [Sale of Surplus Property] Ordinance authorizing the sale of surplus property known as Assessor's Block 652, Lot 7A and adopting findings pursuant to City Planning Code Section 101.1. (Also see File 38-94-2.) (Proposed auction of City's partial interest in Block 652, Lot 7A known as 2110-12 Pine Street bequeathed by the will of John B. Fortunio.) (Real Estate Department)

ACTION: Hearing held. Recommended.

11. File 64-95-6. [Lease of Property at 1380 Howard Street] Resolution authorizing a lease of real property at 1380 Howard Street, San Francisco, for the Department of Parking and Traffic Citation Bureau and Hearing Officer Division. (Real Estate Department)

ACTION: Hearing held. Recommended.

12. File 65-95-8. [Lease of Property, 1800 Oakdale Avenue] Ordinance authorizing and approving lease of City-owned property at 1800 Oakdale Avenue (Southeast Community Facility, northeast corner of Phelps Street and Oakdale Avenue) to South Bayshore Community Development Corporation, a California non-profit public benefit corporation, without competitive bidding. (Real Estate Department)

ACTION: Hearing held. Amended on page 1, after "bidding," by adding "retroactive to July 1, 1995." Further amended on page 1, line 21, after "renewed," by adding "This lease shall be retroactive to July 1, 1995." Recommended as amended. New title: "Authorizing and approving lease of City-owned property at 1800 Oakdale Avenue (Southeast Community Facility, northeast corner of Phelps Street and Oakdale Avenue) to South Bayshore Community Development Corporation, a California non-profit public benefit corporation, without competitive bidding, retroactive to July 1, 1995." (Supervisor Teng added as sponsor.)

13. File 156-95-1. [PIC 1995 Refugee County Plan] Resolution approving the San Francisco 1995 Refugee County Plan and authorizing the Private Industry Council of San Francisco, Inc. to apply for up to \$650,000 and to accept and expend those funds in line with that County Plan. (Private Industry Council)

ACTION: Hearing held. Recommended.

The Committee moved to consider the following item (File 166-95-1) during closed session deliberations:

14. File 166-95-1. [Recovery Cost of Medical Care, Christine Wong] Resolution authorizing the Tax Collector Attorney to institute legal proceedings for the recovery of value of services in the amount of \$41,002.87, rendered at the City and County hospital facilities operated by the San Francisco Department of Public Health. (Tax Collector)

ACTION: Hearing held. Recommended.

15. File 172-95-37. [Hold Harmless Agreement, SFPD - U.S. Park Police] Resolution authorizing the Chief of Police to execute a Memorandum of Understanding containing a Hold Harmless Agreement with the United States Department of Interior, National Park Service, United States Park Police for the activities of officers for both agencies under the terms of the MOU. (Police Commission)

ACTION: Hearing held. Recommended.

16. File 172-95-41. [Agreement, Sheriff/University of California] Resolution authorizing the San Francisco Sheriff's Department to enter into agreement with the University of California, San Francisco, for program evaluator services, which agreement provides for dual indemnification from claims or other damages which may arise as a result of performance under said agreement. (Sheriff)

ACTION: Hearing held. Amended on page 1, line 1, after "authorizing," and on line 15, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the San Francisco Sheriff's Department to enter into agreement with the University of California, San Francisco, for program evaluator services, which agreement provides for dual indemnification from claims or other damages which may arise as a result of performance under said agreement."

17. File 25-95-8. [Prop J Contract, Security Guard Services] Resolution concurring with the Controller's certification that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

18. File 25-95-25. [Prop J Contract, Security Services] Resolution concurring with the Controller's certification that security services for the Port of San Francisco can be practically performed by a private contractor at lower cost than by City and County employees. (Port Commission)

ACTION: Hearing held. Recommended.

19. File 25-95-26. [Prop J Contract, Shelter and Intake Services] Resolution concurring with the Controller's certification that intake and shelter services to status offenders can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Juvenile Probation Department)

ACTION: Consideration continued to the Call of the Chair.

20. File 25-95-27. [Prop J Contract, Pretrial Diversion Program] Resolution approving the Controller's certification that the pretrial diversion program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees. (Sheriff)

ACTION: Hearing held. Amended on line 1, after "approving," and on line 15, after "approves," by adding "retroactively." Recommended as amended. New title: "Approving, retroactively, the Controller's certification that the pretrial diversion program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees."

21. File 25-95-28. [Prop J Contract, Eviction Assistance Program] Resolution approving the Controller's certification that the eviction assistance program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees. (Sheriff)

ACTION: Hearing held. Amended on line 1, after "approving," and on line 18, after "approves," by adding "retroactively." Recommended as amended. New title: "Approving, retroactively, the Controller's certification that the eviction assistance program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees."

22. File 25-95-29. [Prop J Contract, Own Recognizance Project] Resolution approving the Controller's certification that the San Francisco "O.R." Project for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees. (Sheriff)

ACTION: Hearing held. Amended on line 1, after "approving," and on line 17, after "approves," by adding "retroactively." Recommended as amended. New title: "Approving, retroactively, the Controller's certification that the San Francisco "O.R." Project for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees."

23. File 25-95-30. [Prop J Contract, Jail Food Services] Resolution approving the Controller's certification that county jail food service management operations for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees. (Sheriff)

ACTION: Hearing held. Amended on line 1, after "approving," and on line 18, after "approves," by adding "retroactively.". Recommended as amended. New title: "Approving, retroactively, the Controller's certification that county jail food service management operations for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees."

24. File 25-95-31. [Prop J Contract, Airport Information Booth Program] Resolution approving the Controller's certification that Airport Information Booth services at San Francisco International Airport can be practically performed by private contractor at a lower cost than if work were performed by City employees at presently budgeted levels. (Airport)

ACTION: Hearing held. Recommended.

25. File 161-95-9. [Redevelopment Agency Site 732-A, Fillmore District] Hearing to consider the Redevelopment Agency's plans for site 732-A in the Fillmore District. (Supervisor Hallinan)
(Consideration continued from 8/8/95)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

26. File 45-95-26.1. [Settlement of Litigation, Jeffrey Derderian] Ordinance authorizing offer to settle personal injury claim of Jeffrey Derderian against the City and County of San Francisco by payment of \$72,000, each side to bear its own costs and attorneys' fees. (Superior Court No. 958-930). (City Attorney)

ACTION: Recommended.

27. File 45-95-31. [Settlement of Litigation, Wheeler v. CCSF, Et Al.] Ordinance authorizing settlement of litigation of Virginia Wheeler and Earl Wheeler against the City and County of San Francisco by payment of \$16,250. (Superior Court No. 959-908.) (City Attorney)

ACTION: Recommended.

28. File 45-95-32. [Settlement of Litigation, Ying v. Poon and DPT] Ordinance authorizing settlement of litigation of Xiu Jun Ying against Derrick Shen Poon and the City and County of San Francisco Department of Parking and Traffic, by payment of \$18,000. (Superior Court No. 955-253.) (City Attorney)

ACTION: Recommended.

29. File 45-95-34. [General Motors v. CCSF, Extend 5-Year Time Limit] Resolution authorizing the City Attorney to agree to extend the five-year time limit within which action must be brought to trial in General Motors Corporation v. City and County of San Francisco, to allow time for the California Supreme Court to decide whether to review a Second District Court of Appeal case that presents an issue crucial to the City's defense of the above-entitled case. (Superior Court No. 926-031.) (City Attorney)

ACTION: Recommended.

30. File 45-95-35. [Settlement of Litigation, Anne Young] Ordinance authorizing settlement of litigation of Anne Young v. City and County of San Francisco, San Francisco Fire Department, by payment of Six Hundred Thousand Dollars (\$600,000). (Superior Court No. 947-422.) (City Attorney)

ACTION: Recommended.

31. File 45-95-36. [Settlement of Litigation, Miscellaneous Employees] Ordinance authorizing the settlement of wage freeze litigation covering miscellaneous employees during fiscal years 1993-1994 and 1994-1995. (Superior Court Nos. 953-407, 961-366, 961-484, 961-485, and 961-172.) (City Attorney)

ACTION: Consideration continued to September 28, 1995, rescheduled meeting.

32. File 45-95-37. [Settlement of Litigation, Coming Up, Inc.] Ordinance authorizing the settlement of the lawsuit by Coming Up, Inc. and Kim Corsaro against the City and County of San Francisco, former Police Chief Richard Hongisto, and Police Officers Gary Delagnes, Tom Yuen, and Gerald Golz by payment of the sum of \$5,600 to Coming Up, Inc. with interest to be paid from the date of judgment, payment of the sum of \$30,000 to Kim Corsaro with interest to be paid from the date of judgment, payment of the sum of \$15,633 to Coming Up, Inc. and Kim Corsaro for costs with interest to be paid from the date of judgment, and payment of the sum of \$215,000 to Coming Up, Inc. and Kim Corsaro for Attorneys' fees and further authorizing the settlement of the cross claims for indemnification by Police Officers Delagnes, Yuen and Golz against the City and County of San Francisco by payment of the sum of \$130,000 to Delagnes, Yuen and Golz for their attorneys' fees and costs. (U.S. District Court No. C92-3714.) (City Attorney)

ACTION: Recommended.

33. File 45-95-38. [Settlement of Litigation] Ordinance authorizing settlement of litigation (LVI Environmental, Inc. v. City and County of San Francisco, No. 960-308) by release of \$42,333.00 from encumbered funds to plaintiff LVI Environmental and release of \$125,000.00 from encumbered funds to cross-complainant Cohrssen Environmental, Inc. (Supervisor Hallinan)

ACTION: Recommended.

34. File 48-95-20. [Settlement of Claim, Citicorp Real Estate, Inc.] Resolution authorizing settlement of claim of Citicorp Real Estate, Inc., by payment of \$59,066.40 (consisting of \$54,661.00 in tax refunds and \$4,405.40 in interest) to be paid in four equal annual installments. (City Attorney)

ACTION: Recommended.

35. File 48-95-21. [Settlement of Claim, Lexine Alpert] Resolution approving the settlement of the unlitigated claim of Lexine Alpert by payment of \$15,000. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

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BOARD of SUPERVISORS

6/95
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NOTICE OF RESCHEDULED MEETING

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Government Efficiency and Labor Committee for Tuesday, September 26, 1995, at 1:00 p.m., has been rescheduled to Thursday, September 28, 1995, at 10:00 a.m., in Room 410, Veterans Building, 401 Van Ness Avenue, San Francisco, California.

John L. Taylor
JOHN L. TAYLOR
Clerk of the Board

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
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BOARD OF SUPERVISORS

BUDGET ANALYST

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SEP 12 1995

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September 8, 1995

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst ~~Recommendations for~~
SUBJECT: September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 89-95-6

Department: Human Resources Department
San Francisco Police Department

Item: Resolution authorizing enrollment of Classification 1248 Assistant Division Manager in the State Disability and Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 1248 Assistant Division Manager in the State Disability Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1248	Assistant Division Manager	2

One of the two above-noted employees works for the Department of Human Resources and the other works for the San Francisco Police Department.

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the only two incumbents, representing a majority, in the 1248 Assistant Division Manager classification.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 133-95-7

Department: Chief Administrative Officer (CAO)

Item: Resolution authorizing the Chief Administrative Officer (CAO) of the City and County of San Francisco to accept and expend \$50,000 from the League of California Cities/California Integrated Waste Management Board

Grant Amount: \$50,000

Required Match: None

Grant Period: Month of January, 1996.

Source of Funds: League of California Cities/California Integrated Waste Management Board.

Project: Shop Smart Waste Prevention Campaign

Description: The proposed resolution would authorize the CAO to accept and expend \$50,000 in grant funds from the League of California Cities/California Integrated Waste Management Board to fund a new project called *Shop Smart: Save Resources and Prevent Waste* campaign. The focus of the *Shop Smart* campaign is to show shoppers that purchasing decisions can help reduce waste and support local recycling programs, by providing a market for goods made from recycled materials.

The *Shop Smart: Save Resources and Prevent Waste* campaign will involve over 90 cities and counties in the Bay Area in partnership with 300 supermarkets, to bring messages to shoppers about the importance of waste prevention and buying products made with recycled content. Among the ideas shoppers will be asked to consider are (1) choosing products in recycled packaging (i.e. glass, aluminum, and steel), (2) buying products with "Made with Recycled Content" on products and packaging, (3) bringing your own bag when you go shopping, (4) choosing concentrates and buying in bulk, (5) choosing reusable products, (6) choosing items with minimal packaging, and (7) composting discarded fruit and vegetable trimmings. The *Shop Smart* campaign will be held in Bay Area supermarkets during the month of January 1996.

Budget: The funds, in the amount of \$50,000, will be spent on purchasing radio advertising time on a minimum of three radio stations, with 30-second spots running at various time

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

periods throughout the four week campaign period in January 1996. According to Mr. David Assmann of the CAO's Office, in order to maximize the campaign's impact, radio stations will be selected based on demographic criteria. The Attachment provided by the CAO shows the estimated costs for the radio advertising.

Indirect Costs: None - Grantor does not allow for the provision of indirect costs.

Comments: 1. According to Mr. Assmann, because the City and County of San Francisco was one of 92 cities and counties targeted by the League of California Cities/California Integrated Waste Management Board for the Waste Prevention Campaign, the City was not required to submit a formal application for the receipt of the \$50,000 grant.

Recommendation: Approve the proposed resolution.



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
SOLID WASTE MANAGEMENT PROGRAM
SAN FRANCISCO RECYCLING PROGRAM • HAZARDOUS WASTE MANAGEMENT PROGRAM

To: Mikyung Kim, Budget Analyst's Office
From: David Assmann, San Francisco Recycling Program
9/6/95 2:28 PM

There are no administrative or overhead costs in the \$50,000 in grant funding from the League of California Cities/California Integrated Waste Management Board. We are planning to run 200 spots (30 seconds) during the four week campaign period, at an average cost of \$250 per spot.

We will be selecting radio stations from the following list for the spots:

K101
KOIT
KGO
KBLX
KPIX
KKSF

Please let me know if you require any additional information. I can be reached at 554-3409.

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 146-95-12

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services to apply for retroactively a grant of \$165,000 which includes indirect costs in the amount of \$27,750, based on 22.2% of salaries, from the United States Department of Agriculture for interactive nutrition education services; providing for ratification of action previously taken.

Grant Amount: \$165,000

Grant Period: October 1, 1995 to September 30, 1997 (two years)

Source of Funds: US Department of Agriculture (USDA)

Project: Interactive nutrition education services.

Description: The proposed resolution would retroactively authorize the DPH's Community Public Health Services to apply for a grant in the amount of \$165,000 from the USDA for a two-year pilot project that seeks to provide nutritional education to youth using computers with CD-ROM multimedia capability. The program would target Food Stamp Program participants and other low income people in San Francisco by providing computers in accessible locations with nutrition-related CD-ROM multimedia capability.

Budget: The proposed resolution would authorize the DPH to apply for retroactively a grant of \$165,000. However, Ms. Maria LeClair of the DPH advises that the DPH actually applied for \$161,370, or \$3,630 less than the proposed resolution. In addition, the indirect costs contained in the actual USDA grant application were for \$26,082, or \$1,668 less than the \$27,750 indirect cost amount contained in the proposed resolution (see Comment No. 1). The budget details are provided below:

Personnel

Health Educator (.5 FTE for 24 months)	\$47,278
Sr. Clerk Typist (.5 FTE for 18 months)	22,370
Public Service Aide (1.0 FTE for 24 months)	47,840
Subtotal Salaries	\$117,488

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Operating Expenses

Equipment (computers with CD-ROM, carrying cases)	\$7,500
Materials & Supplies (diskettes, desktop publishing software, printer cartridges, filing supplies, paper, other office supplies)	4,000
Copying, Printing, & Binding Services	1,000
Staff Development	2,000
Travel & Mileage (required visit to USDA in Alexandria, VA)	2,000
Communication & Postage	300
Other (e.g., maintenance and repair of computers)	<u>1,000</u>
Subtotal	\$17,800
Indirect Costs (22.2% of personnel costs)	<u>26,082</u>
TOTAL	\$161,370

Required Match: None

Indirect Costs: Indirect costs in the amount of \$26,082, based on 22.2 percent of salaries, are included in the total budget amount of \$161,370.

Comments: 1. According to Ms. LeClair, the proposed resolution was prepared for the Board of Supervisors before the actual budget details were finalized by the DPH. As noted above, the budget shown in the application was for an amount of \$161,370 and not for the amount of \$165,000 as stated in the proposed resolution. In addition, the indirect costs contained in the actual USDA grant request were for an amount of \$26,082 instead of for the amount of \$27,750 stated in the proposed resolution. Consequently, the proposed resolution should be amended to reflect (1) the correct grant request of \$161,370 and (2) the correct indirect costs of \$26,082.

BOARD OF SUPERVISORS
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2. Ms. LeClair advises that the DPH intends to seek approval from the Electronic Information Processing Steering Committee (EIPSC) for the purchase of computers and or software and related supplies which exceed a total cost of \$1,000.
3. Ms. LeClair of the DPH advises that additional budget details will be provided when the DPH requests Board of Supervisors approval to accept and expend the proposed grant funds.
4. In order to meet the USDA's deadline of August 15, 1995, the DPH has already submitted an application seeking grant funds for the above-noted program. Consequently, the proposed resolution provides for retroactive authorization for the DPH to apply for USDA grant funds.
5. The DPH has prepared a Disability Access Checklist which is on file with the Clerk of the Board of Supervisors.
6. A Summary of Grant Request is attached to this report.

Recommendations: 1. Amend the proposed resolution to reflect (1) the correct grant request amount of \$161,370 and (2) the correct indirect cost amount of \$26,082.

2. Approve the proposed resolution as amended.

Item No.

Health Commission - Summary of Grant Request

Grantor: USDA
 Contact Person: Lisa Barrett
 Address: USDA, Food & Consumer Service,
 -act Management Branch, 3101 Park Center Dr.,
 -14, Alexandria, VA 22302
 Amount Requested: \$177,750
 Term: From 10/1/95 To: 9/30/97

Division: Community Oriented Primary Care
 Section: Nutrition Services
 Contact Person: Maria LeClair
 Telephone: (415) 554-2576
 Application Deadline: 8/15/95
 Notification Expected: by 9/30/95

I. Item Description:
 (Circle or Underline)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
 (augmentation to a) grant in the amount of \$161,370 from the period of
 10/1/95 to 9/30/97 to provide children
 and adolescents with interactive nutrition education services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of this project is to demonstrate and evaluate interactive nutrition education and promotion strategies for Food Stamp Program participants and other low-income people. The project period is two years (1995 to 1997). This project will provide nutrition education to children and adolescents through computers with CD-ROM multimedia capability. The providers of the project will include a Project Manager, computer programmer, art designer, graphic artist, media production specialist, nutritionist, and Public Service Aides.

III. Outcomes/Objectives:

The outcomes of this project would include: modification of an existing interactive strategy to adapt it to Food Stamp participants and other low-income households; implementation of the strategy, on a test basis, in locations where members of Food Stamp and low-income households will have access.

IV. Effects of Reduction or Termination of These Funds:

NA

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved By
Grant Amount			\$161,370			
Personnel			\$117,488			
Equipment			\$7,500			
Contract Svc.			0			
Mat & Supp.			\$4,000			
Facilities/Space			0			
Other			\$6,300			
Indirect Costs			\$26,082			

VI. Data Processing

(costs included above)

VII. Personnel					
P/T Civil Service					
P/T Civil Service			2.00 FTE (for 2 yrs.)		
Contractual					

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 NA

Will grant funded employees be retained after this grant terminates? If so, How?
 No - the project will use as-needed employees

*VIII. Contractual Services: Open Bid Sole Source. If sole source, attach Request for Exemption Form

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Item 1d - File 146-95-13

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services to apply for retroactively a grant of \$7,500 from the State Department of Health Services for cardiovascular health awareness and prevention services; providing for ratification of action previously taken and waiving indirect costs.

Grant Amount: \$7,500

Grant Period: October 2, 1995 to September 30, 1996

Source of Funds: California Department of Health Services

Project: Cardiovascular Health Awareness and Prevention Services.

Description: The proposed resolution would retroactively authorize the DPH's Community Public Health Services to apply for a grant in the amount of \$7,500 from the California Department of Health Services for a program that seeks to decrease the risk of cardiovascular disease among San Francisco's African American community. The program would target African Americans from the southeast Potrero Hill community by encouraging them to participate in physical fitness activities, a healthy cooking demonstration class, and smoking cessation efforts. It would also seek to improve the access to nutritional foods among African Americans in the southeast Potrero Hill community.

Budget: The proposed budget for the cardiovascular health awareness and prevention services described above is as follows:

Personnel (.17 FTE)	\$3,000
Equipment (exercise equipment, videos)	1,000
Materials & Supplies	<u>3,500</u>
TOTAL	\$7,500

Required Match: None

Indirect Costs: The California Department of Health Services does not allow for the inclusion of indirect costs.

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Comments:

1. Ms. Maria Le Clair of the DPH advises that additional budget details will be provided when the DPH requests Board of Supervisors approval to accept and expend the proposed grant.
2. In order to meet the California Department of Health Services' deadline of August 11, 1995, the DPH has already submitted an application seeking grant funds for the above noted program. Consequently, the proposed resolution provides for retroactive authorization for the DPH to apply for California Department of Health Services grant funds.
3. The DPH has prepared a Disability Access Checklist which is on file with the Clerk of the Board of Supervisors. In addition, a Summary of Grant Request is attached to this report.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

Grantor: CORE Program

Division: Family Health

Contact Person: Greg Oliva

Section: WIC Program

Address: CORE Program-Dept. of Health Service

601 N. Seventh St., MS 725

P.O. Box 942732 Sacramento, CA 94234-7320

Amount Requested: \$ 7,500

Term: From 10/02/95 To 09/30/96

Contact Person: Maria Le Clair

Telephone: 415-554-2576 (8)

Application Deadline: August 11, 1995

Notification Expected: September 15, 1995

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 7,500 from the period of October 2, 1995 to September 30, 1996 to provide a program that decreases the risk of CVD in the African American services population in a specific area of S.F. by promoting nutrition, exercise, and smoking cessation.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of this project is to explore comprehensive activities that encourage physical activity, a healthy diet, and smoking cessation. The target group will be the African American population in a specific area of S.F. A physical activity program and a healthy cooking demonstration class will be developed. The program will also seek to improve food access to the people in the specific community. A smoking cessation program will also be provided. Providers: Inkind nutritionists and health educators, Department of Public Health staff, and local community interns

III. Outcomes/Objectives:

To build capacity at the local level for future CVD prevention efforts in the African American Community. To explore local partnerships between the Core Program, the California Cardiovascular Disease Prevention Coalition, and the African American Community.

IV. Effects of Reduction or Termination of These Funds:

N/A

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yrs/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount	N/A	N/A	\$ 7,500			
Personnel			\$ 3,000			
Equipment			\$ 1,000			
Contract Svc.						
Mat. & Supp.			\$ 3,500			
Facilities/Space			N/A			
Other						
Indirect Costs			N/A			

VI. Data Processing

(costs included above)

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VII. Personnel

F/T Civil Service

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P/T Civil Service

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Contractual

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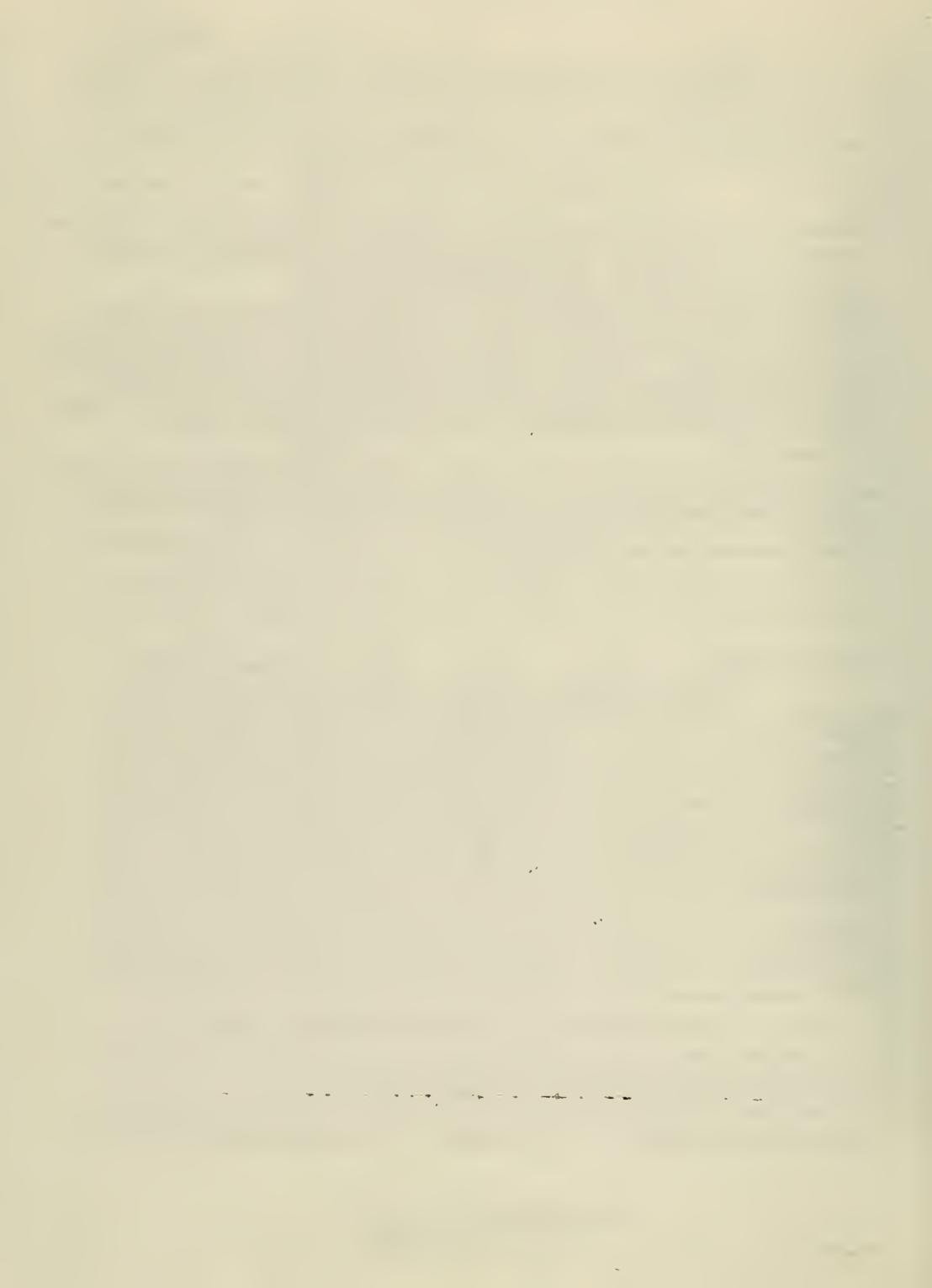
Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO (As "Needed Positions")

•VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)



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Item 1e - File 148-95-4

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply retroactively for \$951,606 in grant funds awarded by the United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Program (TAP) to develop a telecommunication network to improve access, develop an informational resource, and further the use of the City's Official Base Map; waiving indirect costs.

Grant Amount: \$951,606

Grant Period: Approximately December 15, 1995 through December 14, 1997 (two years).

Source of Funds: United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Program (TAP)

Project: The development of a telecommunication network for a geographic information system.

Description: DPW is currently implementing a Geographic Information System (GIS) in DPW's Bureau of Streets and Mapping. The GIS is a complex computer system which stores, organizes and synthesizes information which is used to create electronic City Base Maps. A Base Map is a map of the City which provides citywide detail of a particular aspect of the City, such as all of the City's street lights or trees. The GIS allows for each Base Map to be stored electronically, and also for the information from one Base Map to be synthesized with the information on another Base Map.

Currently, without the GIS, each City Base Map is created manually on paper, or on a computer which is not part of a Citywide network system. The information contained on one map, either a manually drawn map, or a computer generated map, cannot be electronically integrated with the information of another related map. For example, a Base Map of all of the street lights in the City cannot be placed over a Base Map of all of the trees in the City to show where street lights are located with respect to trees. According to Mr. Tom Trimbur of DPW, there are currently

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over 20 City Departments which use variations of a City Base Map in the performance of their work. These City Departments create their base maps manually, or as part of a department based computer system.

According to Ms. Denise Brady, the purpose of the proposed grant would be to link all City Departments that have a need to develop and maintain geographic information to DPW's GIS through a telecommunications network. Ms. Brady advises that this would enable these City Departments to exchange information electronically, so that departments could access and use the information from previously designed Base Maps.

Ms. Brady advises that some of the participating departments would include DPW's Bureaus of Street Use and Mapping, Engineering, Architecture, Street and Sewer Repair, Street Cleaning, Water Pollution and Control, Construction Management, and DPW's Clean Water Project. Ms. Brady advises that other participating departments may include the Recreation and Park Department, the Water Department, the Mayor's Office of Emergency Services, the Department of Parking and Traffic, the Police Department, the Fire Department, the Registrar of Voters, and any other departments with a need for geographic information.

Budget:	The budget will be submitted by the DPW when DPW requests authorization of the Board of Supervisors to accept and expend the proposed grant funds.
Required Match:	The match required by the grantor is \$951,606. (See Comment No. 1)
Indirect Costs:	\$78,759
Comments:	1. Ms. Brady advises that the required City match of \$951,606 is based on the estimated costs of the in-kind value of all DPW and other participating departments' computer hardware and software, other end-user equipment, personnel, telecommunications services and related equipment, office equipment, furniture, space and supplies that are related to this project, and are purchased after April 1, 1995. Ms. Brady advises that the funding agency, NTIA, has provided a very broad eligibility criteria for items which can be included as part of the required match. As such, Ms. Brady advises that if the City is awarded the grant, DPW will not request a supplemental appropriation for the required matching funds. Ms. Brady

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advises that this is because the amount of \$951,606 can be documented based on the in-kind value of all equipment within the City purchased after April 1, 1995.

2. Mr. Ed Harrington, who serves as Chairman of EIPSC, advises that the City is in the process of implementing a Citywide GIS. Mr. Harrington advises that if DPW does not receive the proposed grant funds, the City will continue to implement the GIS, however, the implementation will occur at a slower rate.
3. Mr. Trimbur advises that although the proposed resolution waives the inclusion of indirect costs, the grantor allows the inclusion of indirect costs. As such, the proposed resolution should be amended to allow for the inclusion of indirect costs, which are estimated to total \$78,759.
4. The DPW has prepared a Disability Access Checklist which is on file with the Clerk of the Board of Supervisor's Office.
5. The DPW's Letter of Intent to File a Grant Application form is attached.

Recommendations:

1. Amend the proposed resolution to provide for the inclusion of indirect costs in the amount of \$78,759.
2. Approve the proposed resolution as amended.

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: of Public Works

Contact Person: Denise M. Brady

Project Title: Telecommunication Network for a Geographic Information System.

National Telecommunications and Information Administration -

Grant Source: Telecommunications and Information Infrastructure Assistance Program

Proposed (New/Continuation) Grant Project Summary:

San Francisco recently developed an electronic Base Map. To maximize use of this powerful tool it must be easily accessible via information technology. To attract the ultimate end user, the public, we plan to make it practical for City agencies to convert to the Official Base Map. Because of agency logistics across the City it is difficult to coordinate this use. Providing support, connectivity and the ability to interact with end users will quickly stimulate participation. Agencies will access the Base Map via telecommunication network. As end users, they will create applications and electronically forward them back to the Base Map Library. Theoretically, every new application will attract a new group of end users who in turn will develop new applications, again attracting new users.

Amount of Grant Funding Applied for: \$ 951,606

Maximum Funding Amount Available: \$1,000,000 (Category 2)

Required Matching Funds: 1:1 Match - Budgeted Spending.

Number of Positions Created and Funded: 0 Created - 5 (FTE's) Funded

Amount to be Spent on Contractual Services: \$200,000 - Professional Services

Will Contractual Services be put out to Bid? RFP Process

Letter of Intent to File Grant Application
Page 2

Term of Grant: 2 Years.

Date Department Notified of Available funds: March 1995

Application Due Date: 20 April 1975

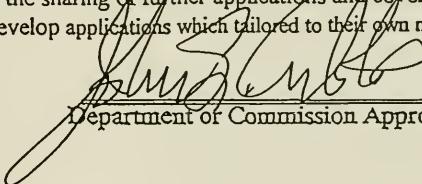
Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The National Telecommunications and Information Administration (NTIA) announces the availability of funds to promote the widespread use of advanced telecommunications and information technologies in the public and non-profit sectors. By providing targeted, matching demonstration and planning grants, this program will help to develop a nationwide, interactive, multimedia information infrastructure that is accessible to all citizens, in rural as well as urban areas.

Assessment of Need for Grant Funding:

The proposal would:

- Improve access to public information through the electronic dissemination of exchangeable data.
- Enhance economic vitality through increasing the availability of a wide variety of information from both the public and private sectors.
- Improve emergency services disaster relief through participation of The City's emergency command center which will allow the rest of the Bay Area municipalities to tie into the network during times of emergency.
- Encourage the sharing of further applications and coverages (mapped information) by users who will develop applications which tailored to their own needs.


Department of Commission Approval

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Item 1f - File 133-95-8

Department: Chief Administrative Officer (CAO)
CAO's Solid Waste Management Program

Item: Resolution authorizing the Chief Administrative Officer to apply for up to \$120,000 in discretionary grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs.

Grant Amount: Up to \$120,000

Grant Period: January 1, 1996 to June 30, 1997 (18 months)

Source of Funds: California Integrated Waste Management Board (CIWMB)

Project: Implementation of a pilot Household Hazardous Waste Pickup Service.

Description: The proposed grant funds would be used to implement a pilot Household Hazardous Waste Pickup Service for San Francisco residents. Ms. Maria Trapalis-Baird of the Solid Waste Management Program advises that the hazardous waste pickup service would provide an additional method of disposing of household hazardous waste for San Francisco residents who do not own a vehicle, and/or are unable to go to the Household Hazardous Waste Collection Facility. The Household Hazardous Waste Collection Facility is located at 501 Tunnel Avenue, near Candlestick Park.

Ms. Trapalis-Baird advises that if the City receives the proposed grant funds, the CAO would award the contract under a Request for Proposal (RFP) basis to provide the necessary pickup service. Ms. Trapalis-Baird advises that the pickup service would occur one time per week at the home of the resident requesting the pickup service.

Ms. Trapalis-Baird advises that currently San Francisco residents, who are neither elderly nor disabled, have only two safe and legal options for disposing of household hazardous waste products, including such items as paint, oil, or pesticides. Either a resident may go to the Household Hazardous Waste Collection Facility, or the resident may bring his or her household hazardous waste products to the site designated for the Solid Waste Management Program's ~~one-day per year collection event~~. Ms. Trapalis-Baird advises that the Department of Public Health has a service to pickup household hazardous waste products at the homes of elderly and disabled residents.

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Budget: The budget, contractor selected (including MBE/WBE status), and program plans will be submitted when the CAO requests authorization to accept and expend the proposed grant funds.

Required Match: None

Indirect Costs: None. The grantor does not allow for the inclusion of indirect costs.

Comments:

1. The CAO's Grant Application Information Form is attached.
2. The CAO has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Chief Administrautive Officer, Solid Waste Management Program
Contact Person: Maria Trapalis-Baird Telephone: (415) 554-3444
Project Title: Household Hazardous Waste Pickup Service
Grant Source: California Intergrated Waste Management Board

Proposed (New / Continuation) Grant Project Summary:

The Pilot Household Hazardous Waste pickup service will provide additional disposal opportunities to San Francisco residents who cannot drive to the Household Hazardous Waste Collection Facility. It will increase collection opportunities in neighborhood where there are no sites available for holding a one day collection event, e.g., Chinatown. A mobile pickup service would also be a highly visible tool for educating residents about proper management of household hazardous waste. The grant will be used for salaries, equipment, disposal and transportation, and insurance costs.

Amount of Grant Funding Applied for: \$ 120,000
Maximum Funding Amount Available: \$ 120,000
Required Matching Funds: - 0 -
Number of Positions Created and Funded: up to 1 FTE
Amount to be Spent on Contractual Services: \$ 120,000
Will Contractual Services be put out to Bid? Yes

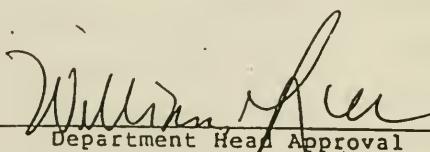
Term of Grant: One Year

Date Department Notified of Available funds: July 15, 1995

Application Due Date: September 29, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

SEE ATTACHED APPLICATION PACKET.


William H. Lee
Department Head Approval

Memo to Government Efficiency and Labor Committee
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Item 2 - File 107-95-1.2

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 22, 1995.

Department: Department of Social Services (DSS)

Item: Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Payment Program" is to be implemented by the DSS, and to also consider the matter of the release of the reserved funds for this Program, in the amount of \$750,000.

Description: In November of 1994, the electorate of the City and County of San Francisco approved the passage of Proposition N, the General Assistance Mandatory Direct Rent Payment Program. Proposition N is an ordinance amending the San Francisco Administrative Code Section 20.59.2, deleting language regarding aid payment to General Assistance (GA) recipients through warrants or checks, and requiring participation in a Mandatory Direct Rent Payment Program (MDRPP) for General Assistance recipients who have not secured their own housing. Prior to this electoral vote, the Board of Supervisors had voted to reject a similar proposed ordinance (File 97-94-51).

Mr. Jim Buick of the DSS Homeless Program advises that currently, the Tenderloin Housing Clinic (THC), a voluntary program, serves a similar function as the MDRPP, although it does not offer case management services. According to Mr. Buick, GA clients have the option to secure their own housing or participate in the THC program; the MDRPP is only mandatory for GA recipients who do not wish to comply with other housing options. Under the Proposition N ordinance, any homeless individual currently receiving or applying for General Assistance who does not secure his/her own housing, participate in the THC program or the MDRPP will be considered ineligible for General Assistance.

DSS reports that, through the DSS's Requests for Proposals (RFP) process, Catholic Charities, a non-profit agency, was selected to secure housing, under the MDRPP, for GA recipients who have not secured their own housing. DSS advises that the contract amount is \$750,000 for a 12 month period commencing with the Controller's certification of funds. The Board of Supervisors previously placed this \$750,000 on reserve during the 1995-96 budget process. DSS reports that two other non-profit agencies, the Episcopal Sanctuary and the Connard House also submitted proposals.

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The DSS advises that the three proposals were evaluated by a panel composed of DSS staff and client advocates on the basis of a set of criteria which was scored on a point system. Catholic Charities was selected on the basis of having scored the highest number of points. Under the terms of the contract, Catholic Charities would specifically (1) provide case management and placement services to GA recipients, and act as a intermediary between hotels and clients and (2) act as co-payee for the GA check to insure that rent payments are made to hotels.

The \$750,000 contract amount would be expended by Catholic Charities, as follows:

<u>Personnel</u>	<u>FTE</u>	
Program Staff	8.45	\$217,621
Administrative Staff	3.40	135,608
Clerical Staff	1.00	22,859
Fringe Benefits		<u>97,837</u>
Subtotal	12.85	\$473,925

Operating Expenses

Rent	\$45,360
Office Supplies	3,484
Telephone	13,920
Postage	1,200
Mileage/Fast Passes	3,960
Photocopy/Printing	3,000
Insurance	4,600
Professional Services:	
Management Information Systems	
Consulting Services	\$10,000
Legal Services	10,000
Peer Counselors (10 Counselors x \$100 per/mo. x 12 mos.)	12,000
Computer Equipment	23,550
Equipment Maintenance	4,535
Other:	
Telephone Installation & Computer Hookups	6,020
Conference Fees (12 staff @ \$100 each)	1,200
Training (\$7,502 per session x 2 sessions covering 11 topics each)	15,000
GA Warrant Transaction Costs*	20,000
Miscellaneous	420
Subtotal	178,249

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<u>Indirect Costs</u>	<u>97,826</u>
Total	\$750,000

* DSS reports that under the MDRPP, a two-party GA assistance check will be sent to Catholic Charities and Catholic Charities will pay the rent for each recipient directly and give the balance of the check amount to the recipient. The two-party checks will be processed by the C and C Check Cashing Service. The GA Warrant Transaction Costs represent the fees that will be charged by the C and C Check Cashing Service for processing these checks.

The DSS advises that the maximum rent permitted under the MDRPP is \$280 per month. Therefore, the average cost per bed per day is \$9.33 (\$280 per month divided by 30 days), or \$3,405 per year (\$9.33 per day x 365 days per year). Since GA payments are \$345 for a single person per month, most recipients would have a balance of \$65 per month for food and other expenses plus approximately \$100 in food stamps.

Comments:

1. According to the DSS MDRPP report issued in May 1995, there were approximately 14,500 GA recipients, and approximately 2,600 (18%) of these recipients were self-declared as homeless. DSS states that it believes that over half of these recipients have housing, but do not want their check sent to their residence (for instance, delinquent AFDC fathers, or recipients with no secure mail box). Additionally, DSS believes that some of these recipients live out-of-county and are receiving GA payments fraudulently. According to the DSS, the MDRPP will assist in eliminating such fraudulent cases resulting in an estimated drop in the GA caseload of approximately 300 recipients in 1995-96. As such, DSS estimates that only 500 to 700 beds would be required for the MDRPP.
2. In April of 1993, DSS signed a Memorandum of Understanding (MOU) with the DPH, the Department of Public Works (DPW), and the Fire Department, regarding inspections and maintenance expectations of Single Resident Occupancy (SRO) hotels. According to the MOU, every hotel participating in the MDRPP will be inspected quarterly by the Department of Building Inspection (DBI) and monthly by Public Health Inspectors. In addition, DSS has instituted a complaint procedure for GA clients, who will also have tenants' rights under the MDRPP.

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3. The DSS has budgeted \$165,324 in workorder funds in its 1995-96 budget for two Public Health inspectors to provide the monthly inspections of the SRO hotels. Therefore, the total cost of implementing the MDRPP is \$915,324 (\$750,000 for the Catholic Charities contract, plus \$165,324 in workorder funds for inspections).
4. DSS states that the MDRPP costs of \$915,324 for Fiscal Year 1995-96 will be offset by savings in GA expenditures. The *average cash payment* per GA recipient is \$330 per month (lower than the maximum *monthly grant amount* of \$345, as some recipients are on GA for partial month periods), or \$3,960 per year. Approximately 232 budgeted GA recipients would need to drop from the program in order for DSS to fully fund the MDRPP costs of \$915,324 with such cost savings (232 recipients x \$3,960 per year equals \$918,720). As previously noted, DSS projects a drop of approximately 300 in the GA caseload in connection with the MDRPP in Fiscal Year 1995-96.
5. The DSS advises that for 1994-95 there was an average of 14,622 GA recipients for a total net expenditure of \$50,994,886. The projected average number of cases in Fiscal Year 1995-96 is 13,826, with a projected total net expenditure of \$47,786,073. This represents an average decrease of 796 GA recipients (or 5.4%) from Fiscal Year 1994-95 (14,622 less 13,826). These estimates include the decline in GA recipients and associated costs savings related to the implementation of the MDRPP. If the MDRPP is not implemented, or does not result in the projected decline in GA recipients, costs for the GA program for Fiscal Year 1995-96 may exceed the program budget, according to Ms. Judy Bley, Director of Planning for DSS.
6. As previously noted, the DSS estimates that under the MDRPP approximately 500-700 single resident occupancy (SRO) hotel rooms will be required to accommodate homeless GA recipients. DSS conducted a survey in July, 1995 and found 740 SROs available in San Francisco. According to the DSS, the approximately 740 available SROs found in the July 1995 survey would be sufficient to meet initial program demand, as the MDRPP has a phase-in implementation period. The DSS states that some of the 740 SROs are Americans with Disabilities Act (ADA) accessible. The specific number of such SROs could not be provided by DSS, as of the writing of this report. The DSS states that only hotels that meet current City codes would be accepted for the MDRPP and that all such hotels would be monitored for their continued compliance with the City's codes. The DSS

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additionally states that Catholic Charities would have the authority to refuse placement of a client, if it believed that a hotel room was unsuitable for occupancy.

7. As previously noted, the \$750,000 earmarked for the Catholic Charities contract was previously placed on reserve by the Board of Supervisors. In June of 1993, the City Attorney issued an opinion that the Board of Supervisors has the right to reserve appropriations for contracts and other expenditures when (1) the Board of Supervisors is imposing specific, objective conditions for the release of the reserved funds and/or (2) the Board is requesting fiscal details regarding the expenditures.

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Items 3, 4 and 5 - Files 172-95-38, 172-95-39 and 172-95-40

Department: Department of Public Health (DPH)

Items: Item 3, File 172-95-38 - Resolution approving an amendment to an existing agreement with the State Department of Health Services, and authorizing the Department of Public Health to accept and expend up to \$1,083,334 to develop a Medi-Cal Managed Care Local Initiative, and to make corresponding changes to an existing contract with Progress Foundation.

Item 4, File 172-95-39 - Resolution authorizing the Director of Public Health to execute a novation (substitute) agreement with Progress Foundation, as fiscal agent for the San Francisco Health Authority, to substitute the San Francisco Health Authority for the City and County of San Francisco as a party to the Progress Foundation agreement which provides fiscal intermediary services for the San Francisco Health Authority for State funding for the development of a Medi-Cal Managed Care Local Initiative.

Item 5, File 172-95-40 - Resolution authorizing the Director of Public Health to execute a novation agreement with the State Department of Health Services to substitute the San Francisco Health Authority for the City and County of San Francisco as a party to the agreement which provides State funding for the development of a Medi-Cal Managed Care Local Initiative.

Background: Currently, the DPH provides health care to Medi-Cal beneficiaries on a fee-for-service basis, whereby Medi-Cal reimburses health providers after medical services have been provided. In April of 1993, the State Department of Health Services (SDHS) released its Final Strategic Plan, which provided a plan for expanding Medi-Cal managed care, in order to improve the cost effectiveness of medical services provided to Medi-Cal beneficiaries. San Francisco was one of the original 13 counties designated under this plan for managed care expansion.

Under a Medi-Cal managed care system, health plans would receive from Medi-Cal periodic payments of a "capitated" amount, which would be the sum of negotiated payment rates for all Medi-Cal beneficiaries that enroll with the health plan. This would be a fixed, prepaid amount, regardless of services provided, rather than a reimbursement after the medical services have already been rendered, as is presently the case. Medi-Cal patients would be assigned a primary care

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provider, who would provide basic care and would decide when a referral to a specialist or admission to a hospital is necessary. The goal of a managed care delivery system is to eliminate inappropriate emergency room use and specialty services and to provide an incentive for preventive care.

In its Final Strategic Plan, the SDHS mandated that there must be two managed care plans in each designated county in order to foster competition in the provision of health services. The first is a private, non-governmentally operated Health Maintenance Organization (HMO), to be selected by the State. The DPH advises that the State will select the HMO in October of 1995. The second plan must be a "local initiative," a new entity consisting of local providers, both public and private, which is overseen by a governing body.

In September of 1993, the Board of Supervisors approved a resolution (File 30-93-15) that transmitted a letter of intent to the State declaring the City's intent to develop a "local initiative" for a managed health care system. In December of 1994 the Board of Supervisors approved an ordinance (File 97-94-73) establishing the San Francisco Health Authority as a public entity, distinct from the City, to be the local initiative component of the Medi-Cal managed care State plan, and in February of 1995, the Board approved a resolution (File 92-94-74) appointing 14 of the 19 members of the governing body of the San Francisco Health Authority. Of the remaining five members, four are designated to the governing body in accordance with the State law authorizing the establishment of the San Francisco Health Authority and one, an ex-officio member, is appointed by the San Francisco Health Authority.

Senate Bill 456 appropriated \$10 million of State funds to the SDHS for distribution to counties or other local entities to offset the cost of forming a local initiative and developing a health delivery system.

Description:

File 172-95-38

In September of 1994, the Board of Supervisors approved legislation authorizing the DPH to (1) enter into an agreement, for the period retroactive to June 1, 1994 to December 31, 1995, with SDHS, to accept and expend up to \$1,137,500 in State funds to develop a Medi-Cal Managed Care Local Initiative, and (2) execute a sole source contract with Progress Foundation, as fiscal agent for the San Francisco Health Authority, to use these funds to pay for costs related to the development of the Medi-Cal Managed

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Care Local Initiative and the health delivery system in San Francisco (File 146-94-20).

The DPH now advises that the State has notified the City that it is reducing the City's total allocation by \$54,166 from \$1,137,500 to \$1,083,334 and extending the termination date of the agreement from December 31, 1995 to May 30, 1996. As such, the proposed resolution would approve an amendment to the agreement between the City and SDHS and a corresponding amendment to the Progress Foundation contract, to reflect the reduced allocation amount and the extended term of the agreement.

Files 172-95-39 and 172-95-40

As previously noted, in December of 1994, the Board of Supervisors approved the establishment of the San Francisco Health Authority as a public entity, distinct from the City, to be the local initiative component of the Medi-Cal managed care plan. The DPH advises that the San Francisco Health Authority now has the fiscal and organizational capability to assume the fiscal management and oversight of the above-noted SDHS funds, which were allocated to the City prior to the establishment of the San Francisco Health Authority. Therefore, the DPH is requesting authorization for the Director of Public Health to (1) execute a novation agreement with the SDHS to substitute the San Francisco Health Authority for the City as a party to the SDHS agreement (File 172-95-40) and (2) execute a novation agreement with Progress Foundation, as fiscal agent for the San Francisco Health Authority, to substitute the San Francisco Health Authority for the City as a party to the Progress Foundation agreement (File 172-95-39). According to the DPH, pursuant to these proposed novation agreements, the State would agree to substitute the San Francisco Health Authority for the City as a party to the SDHS agreement and the City would be released of all rights and obligations under the SDHS agreement.

Comment:

Ms. Tangerine Brigham of the DPH advises that, once implemented, the Medi-Cal managed care system will be mandatory for Aid to Families with Dependent Children (AFDC) recipients, medically indigent children, refugees and medically indigent adults (specifically pregnant women). According to Ms. Brigham, all other Medi-Cal recipients can either voluntarily choose to participate in the Medi-Cal managed care system or continue to receive services under the current fee-for-service system. Ms. Brigham advises that the State's implementation date for Medi-Cal managed care

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is March of 1996 if there are no protests in connection with its selection of an HMO or June of 1996 if there are protests. Ms. Brigham states that the San Francisco Health Authority plans to implement Medi-Cal managed care by the summer of 1996.

Recommendation: Approve the proposed resolutions.

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Item 6 - File 51-95-2

Item: Resolution authorizing reimbursement for cost of personal property, of City and County employees, which was damaged or stolen in the line of duty in April, May, and June of 1995.

Description: Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certifications that the damage occurred in the line of duty and that the amount requested for payment is fair and reasonable.

Of the ten employee claims submitted, the Controller's Office has denied two claims, has no recommendation for one claim, and has recommended that six claims be paid in full and one claim be partially paid.

Comments: 1. The Controller has certified that funds are available for these employee reimbursements from the Claims and Judgments General Fund account, included in the 1995-96 budget.

2. The Controller has submitted a resolution authorizing reimbursements totaling \$929.90, which represents the full cost for six employee claims and the partial cost for one employee claim, as shown in the Attachment.

Recommendation: Approve the proposed resolution.

REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES

Date: September 12, 1995
File No. 51-95-2

<u>Department</u> <u>Claimant</u>	<u>Amount Claimed</u>	<u>Controller's Recommended</u>	<u>Comments</u>
<u>San Francisco General Hospital</u>			
E. Franck M.D.	254.34	0.00	Stolen coat & gloves. Items not necessary to work performance.
<u>Community Health Services</u>			
Moon Eng, PhD.	630.77	630.77	Stolen Child Psychotherapy Supplies. Items essential for diagnostic purposes.
<u>Public Works</u>			
Walter Hoo	41.38	41.38	Torn Clothing. Incident occurred during performance of work duties.
<u>Juvenile Probation</u>			
Alfonso Oliphant	55.00	55.00	Lost Contact Lens. Item lost during performance of work duties.
<u>Board of Supervisors</u>			
Peter L. Rocha	380.50	0.00	Stolen Wallet & Contents. Items not essential to work performance; stolen during work related meeting.
<u>Department of Parking & Traffic</u>			
Kenneth Trouche	87.75	87.75	Broken Glasses. Item damaged during performance of work duties.
<u>Juvenile Probation</u>			
Eleana Hernandez	40.00	40.00	Torn Pants. Clothing damaged during performance of work duties.
<u>San Francisco General Hospital</u>			
Richard Anthony Munoz	25.00	25.00	Torn Shirt. Clothing damaged during performance of work duties.
<u>Juvenile Probation</u>			
Yolanda Wade	99.99	50.00	Damaged Coat. Apparent vandalism during performance of work duties. Reduce replacement amount due to age of item.
<u>Community Mental Health</u>			
Lucrecia Mellegers	549.00	No Recommendation	Damage Ring/Lost Diamond. Personal items damaged due to defective outlet.
	=====	=====	
	2,163.73	929.90	

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Item 7 - File 93-95-35.2

Department: Department of Human Resources

Item: Ordinance amending Ordinance No. 221-95 to correct non-economic clerical errors and omissions to the provisions of the Memorandum of Understanding (MOU) between the International Federation of Professional and Technical Engineers, AFL-CIO, Local 21 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1997.

Description: The Board of Supervisors previously approved a resolution approving an MOU between the City and the International Federation of Professional and Technical Engineers, Local 21 and an ordinance implementing the provisions of that MOU. The proposed ordinance would amend the previously approved ordinance implementing the MOU to correct non-economic clerical errors and omissions in the last paragraph of Section 3, Wage Studies/Arbitration of the MOU.

Comment: According to Ms. Alice Villagomez of the Employee Relations Division of the Department of Human Resources, the proposed amendment involves errors and omissions which are clerical and will not affect the wages, hours, or working conditions of the employees covered under the subject MOU, and will have no fiscal impact on the City. The Budget Analyst concurs with this finding.

Recommendation: Approve the proposed ordinance.

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Item 8 - File 93-95-46.1

Department: Department of Human Resources

Item: Ordinance amending Ordinance No. 233-95 to correct non-economic clerical errors and omissions to the provisions of the Memorandum of Understanding (MOU) between the Transport Workers Union, Local 200, Supervisory Employees Association MUNI (SEAM) and the City and County of San Francisco for the period July 1, 1995 through June 30, 1998

Description: The Board of Supervisors previously approved a resolution approving an MOU between the City and the Transport Workers Union, Local 200, and an ordinance implementing the provisions of that MOU. The proposed ordinance would amend the previously approved ordinance implementing the MOU to correct a number of clerical errors and omissions which were contained in the text of the MOU which was originally submitted to the Board of Supervisors.

Comment: According to Ms. Alice Villagomez of the Employee Relations Division of the Department of Human Resources, the errors and omissions which are being corrected are clerical and do not affect the wages, hours or working conditions for Local 200 workers as contained in the MOU, and will have no fiscal impact on the City. The Budget Analyst concurs with this finding.

Recommendation: Approve the proposed ordinance.

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Items 9 and 10 - Files 96-95-3 and 96-95-4

Department: Real Estate Department

Items: Item 10, File 96-95-3 - Ordinance authorizing the sale of four parcels of surplus City-owned property as identified below and adopting findings pursuant to City Planning Code Section 101.1.

Item 11, File 96-95-4 - Ordinance authorizing the sale of surplus property known as Assessor's Block 652, Lot 7A and adopting findings pursuant to City Planning Code Section 101.1.

Description: File 96-95-3

The proposed ordinance would authorize the sale, at public auction, of the following four parcels of City-owned surplus land:

Parcel 1

Assessor's Block 4832, Lot 8, located at the northwest corner of the intersection of Yosemite Avenue and Ingalls Street. This parcel, which is under the jurisdiction of the Department of Public Works (DPW), consists of approximately 3,000 square feet of land and includes an old pump station which is no longer in use. The DPW has determined that this property is surplus to its needs. The Real Estate Department advises that the minimum bid for this property would be \$49,500 or \$16.50 per square foot. According to the Real Estate Department, the estimated fair market value for this property is \$66,000. The Real Estate Department states that the minimum bid amount was established at 75 percent of the estimated fair market value in order to generate interest and to promote enthusiastic bidding. The Real Estate Department reports that this property is zoned MZ, Heavy Industrial Use. Based on the estimated fair market value of this property, the estimated annual property taxes on the land only is \$775.

Parcel 2

Assessor's Block 3644, Lot 5, located on the west side of Valencia Street between 23rd Street and 24th Street. This parcel, which is under the jurisdiction of the Police Department, consists of approximately 11,778 square feet of land and includes the old Mission Police Station which has been vacated. The Police Department has determined that

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this property is surplus to its needs. The Real Estate Department advises that the minimum bid for this property would be \$450,000 or \$38.21 per square foot. According to the Real Estate Department, the estimated fair market value for this property is \$490,000. The Real Estate Department states that the minimum bid amount was established at 92 percent of the estimated fair market value in order to generate interest and to promote enthusiastic bidding. The Real Estate Department reports that this property is zoned as a Neighborhood Commercial District. Based on the estimated fair market value of this property, the estimated annual property taxes on the land only is \$5,699.

Parcel 3

Assessor's Block 3577, Lot 60, located on the south side of 17th Street between Guerrero Street and Valencia Street. This parcel, which is under the jurisdiction of the Police Department, consists of approximately 9,600 square feet of land and includes a vacant warehouse building. The Police Department has determined that this property is surplus to its needs. The Real Estate Department advises that the minimum bid for this property would be \$350,000 or \$36.45 per square foot. According to the Real Estate Department, the estimated fair market value for this property is \$379,000. The Real Estate Department states that the minimum bid amount was established at 92 percent of the estimated fair market value in order to generate interest and to promote enthusiastic bidding. The Real Estate Department reports that this property is zoned as a Neighborhood Commercial District. Based on the estimated fair market value of this property, the estimated annual property taxes on the land only is \$4,407.

Parcel 4

Assessor's Block 513, Lot 15, located on the south side of Greenwich Street between Scott Street and Pierce Street. This parcel, which is under the jurisdiction of the Police Department, consists of approximately 9,300 square feet of land and includes two vacated buildings which previously housed the Police Youth Services Bureau. The Police Department has determined that this property is surplus to its needs. The Real Estate Department advises that the minimum bid for this property has been established at \$390,000 or \$41.94 per square foot, which is the fair market value. The Real Estate Department reports that this property is zoned RH 2 (Residential Housing). Based on the estimated

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fair market value of this property, the estimated annual property taxes on the land only is \$4,535.

File 96-95-4

The proposed ordinance would authorize the sale of a 5/6 interest in City-owned surplus property known as Assessor's Block 652, Lot 7A, located at 2110-12 Pine Street. The remaining 1/6 interest is owned by the University of San Francisco. This property, which is under the jurisdiction of the Real Estate Department, consists of 2,461 square feet of land and includes a four unit apartment building. The Real Estate Department advises that the minimum bid for this property would be \$495,000 or \$201 per square foot. According to the Real Estate Department, the estimated fair market value for this property is \$595,000. The Real Estate Department states that the minimum bid amount was established at 83 percent of the estimated fair market value in order to generate interest and to promote enthusiastic bidding. The Real Estate Department reports that this property is zoned RH 2 (Residential Housing). Based on the estimated fair market value of this property, the estimated annual property taxes on the land only is \$6,919.

The Real Estate Department reports that the subject property was bequeathed to the City by John B. Fortunio, along with a partial interest in a second property (to be sold at a later date) and \$350,000 in cash. The Board of Supervisors previously accepted this gift (File 38-94-2). The Real Estate Department advises that in accordance with Mr. Fortunio's wishes, the subject property is proposed to be sold in order that the proceeds from the sale of this property, in addition to the \$350,000 in cash and the proceeds from the second property (estimated at \$140,000), can be distributed as follows: (1) one-third to the Laguna Honda Home, (2) one-third to the San Francisco General Hospital AIDS Ward and (3) one-third to be shared equally by the San Francisco Public Library and the University of San Francisco. The Real Estate Department advises that the University of San Francisco has agreed to have the City sell its 1/6 interest in the subject property.

The Real Estate Department advises that the apartment building on the subject property is currently occupied. According to the Real Estate Department, it is possible that once the property is sold, the tenants occupying the apartment building could be displaced. However, the Real Estate Department believes that it is unlikely that these tenants will be displaced because the most likely purchaser of

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this property would be an investor who would continue to use this property for rental income. The Real Estate Department advises that any increase in the tenants' rent would be subject to the City's rent control laws.

Comments:

1. As previously noted, the University of San Francisco owns 1/6 interest in the property located at 2110-12 Pine Street (Assessor's Block 652, Lot 7A). As such, the University of San Francisco will receive 1/6 of the amount of the proceeds from the sale of this property. The proceeds from the sale of the remaining 5/6 interest in the Pine Street property plus the proceeds from the sale of the four other above-noted properties would initially be deposited to the Realty Trust Fund. Once these monies are deposited to the Fund, the Real Estate Department's expenses for processing the sale of these properties would be deducted. The remaining monies, with the exception of the proceeds from the sale of the 5/6 interest in the Pine Street property, would be allocated to the City departments having jurisdiction over the properties. Such monies could then only be used to either acquire additional property for the City or to pay for capital improvements. The proceeds from the Pine Street property, would be allocated as noted above, in accordance with the wishes of John B. Fortunio.
2. The Department of City Planning has found that the sale of these five surplus properties is in conformity with the City's Master Plan and the Eight Priority Policies of Planning Code Section 101.1.
3. The proposed ordinances would authorize the Real Estate Department to conduct a public auction for the sale of the above-noted five properties. The award of the sale of these five properties to the highest bidder and the related amount to be received by the City would be subject to subsequent legislative approval by the Board of Supervisors.

Recommendation: Approve the proposed ordinances.

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Item 11 - File 64-95-6

Department: Department of Parking and Traffic (DPT)
Department of Real Estate (DRE)

Item: Resolution authorizing a new lease of real property at 1380 Howard Street, for the Department of Parking and Traffic Parking Citation Bureau and Hearing Officer Division.

Location: 1380 Howard Street

Purpose of Lease: Office space for DPT's Parking Citation Bureau and Hearing Officer Division.

Lessor: Robert J. and Vera Cort

Lessee: Department of Parking and Traffic

No. of Sq. Ft. and Cost Per Month: 9,650 square feet at approximately \$1.01 per square foot, or \$9,715 per month.

Annual Cost: \$116,580 (See Comment No. 3)

% Increase over 1994-95: The Parking Citation Bureau and Hearing Officer Division are currently located in Room 101 of the Hall of Justice, which is a City-owned building located at 850 Bryant Street. Therefore, the proposed lease would be a new cost for the City.

Term of Lease: November 1, 1995 through June 30, 2006 (approximately 10 years and 8 months). The term of the lease will begin when the Landlord completes the required leasehold improvements; such date is anticipated to be November 1, 1995.

Utilities and Janitor Provided by Lessor: No

Right of Renewal: Yes. The City would have the option to renew the lease twice. Each lease renewal would be for a five year term.

Source of Funds: DPT FY 1995-96 budget

Description: In November of 1993, as the result of Assembly Bill 408, the functions of processing, collecting, and administratively reviewing and adjudicating parking citations were transferred from the Municipal Court Traffic Division to

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DPT's Parking Citation Bureau and Hearing Officer Division. The Parking Citation Bureau and the Hearing Officer Division were created in November 1993 as the result of Assembly Bill 408. Since their establishment, the Parking Citation Bureau and the Hearing Officer Division have shared an office with the Municipal Court Traffic Division in the Hall of Justice, located at 850 Bryant Street. The Municipal Court Traffic Division continues to oversee the functions for moving vehicle citations, and will continue to be located Room 101 of the Hall of Justice.

Ms. Lissa Stephenson of DPT advises that DPT is proposing to relocate the Parking Citation Bureau and the Hearing Officer Division to a new office space located at 1380 Howard Street for the following reasons:

- (1) DPT is currently required to have a day shift and a night shift because there is not enough space during the day to accommodate the total of 63 DPT and 37 Municipal Court employees, including day shift and night shift employees, who are located there;
- (2) Even though some employees work at night, daytime working conditions are overcrowded. During the day shift, 53 DPT and 31 Municipal Court day shift employees share a 9,135 square foot space in Room 101 of the Hall of Justice, which provides only approximately 109 square feet per employee. In addition, during the hours between 2:00 p.m. and 5:00 p.m. when the day shift and the night shift overlap, there may be up to 16 additional employees sharing the office space, or 91 square feet per person (Mr. Steven Alms of the DRE advises that the DRE considers both 109 square feet and 91 square feet during the overlapping shifts to be an unreasonable square footage area);
- (3) Hearing Officers conduct administrative hearings for parking citations and towed cars at windows which do not meet the accessibility requirements for the Americans with Disabilities Act (ADA), or provide for privacy;
- (4) the current office is not in close proximity to City Tow, which is the impound site for towed vehicles, resulting in a greater inconvenience for individuals who are required to pay for their parking fines at the Parking Citation Bureau prior to retrieving their vehicle; -
- (5) The Controller's Audit Division found the Parking Citation Bureau to be out of compliance with City

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standards pertaining to the safeguarding of the funds collected for parking citations, because the current space does not have a separate or secure room for counting money collected for the payment of fines; and

(6) given the current over-crowded conditions, DPT cannot begin hiring the eight employees funded in the FY 1995-96 budget for the new Temporary Towaway Zone Service, unless the Parking Citation Bureau and the Hearing Officer Division are relocated to a larger office where personnel and equipment can be accommodated. After DPT hires the eight new FTEs, the total number of DPT employees will be 71.

Comments:

1. Ms. Stephenson advises that authorization to lease the proposed office space would allow DPT to change its night shift hours for the Parking Citation Bureau and the Hearing Officer Division from the current shift of 2:00 p.m. to 10:30 p.m. to the hours of 10:00 a.m. to 7:00 p.m. because the new office space would be sufficient for all of DPT's employees to work during the public hours of 8:00 a.m. and 6:00 p.m. Ms. Stephenson advises that DPT must maintain some hours after the close of the business day at 6:00 p.m. in order to count the parking citation monies. According to Ms. Stephenson, the new office space would enhance the effectiveness of the Parking Citation Bureau and the Hearing Officer Division because all supervisorial staff would be working during approximately the same hours.

Ms. Stephenson advises that the proposed office space would be reconfigured to establish two private hearing rooms for administrative hearings, which would, in turn, meet ADA requirements, and a separate secure room for counting the money collected for fines. In addition, Ms. Stephenson advises that the proposed location is only two blocks away from City Tow, which is located at the corner of 11th Street and Mission Street.

Ms. Stephenson also advises that DPT could implement the proposed Temporary Towaway Zone Service, including hiring 8.0 FTEs approved in the FY 1995-96 budget, if the proposed lease is approved. Ms. Stephenson reports that a total of 71 DPT employees, including the 8.0 new FTEs, would share the new 9,650 square feet space located at 1380 Howard Street. This space would provide approximately 136 square feet per employee. The 37 day shift and night shift Municipal Court employees will remain at the Hall of Justice.

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2. The annual rent includes (1) the monthly base rent of \$6,800, (2) a monthly amount of \$1,775 for janitorial services and utilities, and (3) the monthly reimbursement cost by the City for the improvements to be made by the property owner to the proposed site, which is approximately \$1,140 monthly, for a total monthly rent of \$9,715, or \$116,580 annually.

Ms. Stephenson advises that the improvements, requested by DPT, include the installation of telephone, security and computer equipment, as well as structural changes, including the addition of two hearing rooms, a secure room for counting money, a counter for the collection of fines, and the removal of an existing wall. The total cost of improvements for the proposed site is anticipated to be \$90,000. The DPT will repay the cost of the improvements in equal monthly installments of \$1,140 per month over the initial first ten years of the lease, which includes principal and interest at the rate of 9 percent per year on the unpaid principal balance.

3. Mr. Alms advises that the proposed rent represents the fair market value for the property.

4. Mr. Gordon Park-Li of the Municipal Court advises that if the Parking Citation Bureau and the Hearing Officer Division relocate from Room 101 of the Hall of Justice to 1380 Howard Street, as is being proposed under this new lease, the Municipal Court is planning to use the vacated portion of Room 101 to build a secure room in which to relocate the Municipal Court's mainframe computer system. Mr. Park-Li advises that the mainframe computer system is currently located in the Hall of Justice in a room which is not secure, or large enough to accommodate the anticipated increase in size of the mainframe computer system. In addition, Mr. Park-Li advises that the Municipal Court and the Police Department are currently discussing the possibility of relocating the Police Department's 10 employee Permit Section, also located in the Hall of Justice, to Room 101 at the Hall of Justice.

Recommendation: Approve the proposed resolution.

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Item 12 - File 65-95-8

Department: Department of Real Estate (DRE)

Item: Ordinance authorizing and approving a new lease of City-owned property at 1800 Oakdale Avenue, #B (Southeast Community Facility, northwest corner of Phelps Street and Oakdale Avenue) to South Bayshore Community Development Corporation, a California non-profit public benefit corporation, without competitive bidding.

Location: 1800 Oakdale Avenue #B, Southeast Community Facility Northwest corner of Phelps Street and Oakdale Avenue

Purpose of Lease: General office use by South Bayshore Community Development Corporation, a non-profit community development agency.

Lessor: City and County of San Francisco

Lessee: South Bayshore Community Development Corporation, Inc. (SBCDC)

No. of Sq. Ft. and Lease Rate/Month: Approximately 900 square feet, \$351 per month (or \$0.39 per square foot per month).

Annual Income: \$4,212

Utilities and Janitorial Service: City to provide utility services; lessee to provide janitorial service.

Term of Lease: July 1, 1995 to July 14, 2000, with one five-year option to renew.

Description: The Southeast Community Facility (the Facility) was built by the City to mitigate the construction of the Southeast Treatment Plant. The Facility is operated under the auspices of the Southeast Community Facility Commission, which has approved the proposed lease of approximately 900 square feet of office space to the SBCDC.

The DRE proposes to provide this lease to the SBCDC for \$351 per month, which is below the market rate, without competitive bidding, because, according to Mr. Tony DeLucchi of DRE, the lease provides a public benefit by carrying out community needs assessments related to the

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proposed South Bayshore Redevelopment Area. According to Mr. Charles Dunn of the DRE, the fair market rental value of this lease is approximately \$900 to \$1,125 per month, or approximately \$1.00 to \$1.25 per square foot per month.

The SBCDC was formed in 1995, and is funded by the San Francisco Redevelopment Agency (SFRA), to facilitate and provide guidelines for realizing the growth potential of the Bayview Hunters Point community.

The proposed lease contains a provision that would allow the SBCDC to terminate the lease, upon 90 days' written notice, if the SBCDC's contract with the SFRA is terminated. The City would retain the standard rights to terminate the lease upon default of the SBCDC.

Comments:

1. Mr. Dunn states that the \$0.39 per square foot lease rate is the same rate currently paid by the San Francisco City College, which also leases space in the Facility. Mr. Dunn advises that this lease rate will cover the SBCDC's portion of costs to the City of providing utilities and maintenance of common areas. As noted above, janitorial services are to be provided by the lessee.
2. Ms. Michele Davis of the SFRA reports that the SBCDC is under contract with the SFRA to (1) facilitate community participation, (2) conduct needs assessments related to commercial and industrial revitalization, and (3) perform a transportation analysis of the Third Street corridor, in connection with the South Bayshore Survey Area that was designated by the Board of Supervisors in January of 1995.
3. As noted above, the proposed lease of space to the SBCDC was approved by the Southeast Community Facility Commission.
4. Mr. Dunn reports that the SBCDC lease started on July 1, 1995. Therefore, the proposed ordinance should be approved retroactively.

Recommendation:

1. Amend the proposed ordinance to provide retroactive authorization and approval of the lease.
2. Approval of the proposed ordinance as amended is a policy matter for the Board of Supervisors, because the lease is provided at below market rates, without competitive bidding.

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Item 13 - File 156-95-1

Department: Private Industry Council (PIC)

Item: Resolution approving the San Francisco 1995 Refugee County Plan and authorizing the Private Industry Council of San Francisco, Inc. (PIC) to apply for up to \$650,000 and to accept and expend those funds in line with that County plan.

Amount: Up to \$650,000

Description: The San Francisco 1995 Refugee County Plan describes the services which the City (through the PIC) proposes to offer to refugees from October 1, 1995 to September 30, 1996 in compliance with State funding requirements. The services include job search assistance, vocational training including English as a Second Language and on-the-job training, child care, transportation, tutoring and referrals.

The funds for the above noted services originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Private Industry Council (PIC), a non-profit organization, administers the funds on behalf of the City.

The City's proposed services to refugees are comprised of two main components. The first component is the Refugee Cash Assistance Employment and Training Services System (RCAETSS) for refugees receiving Cash Assistance, General Assistance, or matching grants provided by organizations, such as Catholic Charities and the International Rescue Committee. The second component is the Voluntary Aid to Families with Dependent Children (AFDC) Refugee Services Program (VARS) which offers training and employment services to refugees who are receiving AFDC, have been in the United States for 60 months or less, and are currently ineligible for the State's Greater Avenues to Independence Program. Non-profit employment and training providers are selected by the PIC to deliver services to refugees in both components of the program.

The State's planning figures indicate that San Francisco is expected to receive approximately \$650,000 for these programs for the period from October 1, 1995 through September 30, 1996.

According to Mr. Greg Marutani of the PIC, non-profit employment training providers were selected, contingent upon award of the funds by the State and approval by the

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Board of Supervisors, through a Request for Proposal process which took place in July of 1995. According to Mr. Marutani, out of the seven non-profit agencies that submitted proposals in response to the RFP, six were selected. These non-profit agencies are as follows: International Rescue Committee, Third Baptist Church, Catholic Charities, Mutual Assistance Association Council, Career Resource Development Center, and Jewish Vocational Services.

Budget: The PIC has provided the following preliminary budget for the 1995 Refugee County Plan:

	<u>Amount of Allocation</u>
<u>Non-Profit Agency</u>	
International Rescue Committee	\$104,794
Third Baptist Church	11,045
Catholic Charities	51,390
Mutual Assistance Assn. Council	89,083
Career Resource Development Center	60,880
Jewish Vocational Services	<u>170,850</u>
Total Non-Profit Agency:	\$488,042
<u>Miscellaneous</u>	
Administration - (PIC)	\$ 93,887
Transportation (900 Fast Passes @ \$35 each)	31,500
On-the-Job Training Set Aside	<u>12,500</u>
Total Miscellaneous:	\$137,887
TOTAL GRANT BUDGET:	<u>\$625,929</u>

Comments:

1. According to the San Francisco 1995 Refugee County Plan, it is estimated that a total of 347 refugees will receive employment and training services under the Refugee Cash Assistance Employment and Training Services System Program and the Voluntary AFDC Refugee Services Program. An estimated 276 of these refugees are expected to be placed into full-time and part-time employment.
2. The proposed resolution would not involve any City monies. The funds for all the proposed services originate from the Federal Office of Refugee Resettlement.
3. According to Mr. Marutani, the amount allotted to PIC Administration, approximately 14.4 percent of the total grant, is the amount allocated by the State Refugee/Immigration Program Bureau of the State Department of Social Services for PIC Administration.

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4. Mr. Marutani advises that the 900 Fast Passes, which total \$31,500, will be used by refugees to get to and from employment and training sites.
5. According to Mr. Marutani, the On-the-Job Training Set Aside, in the amount of \$12,500, will be used to reimburse employers that are willing to hire refugees who at first do not meet the minimum qualifications necessary to perform a job, but can meet the minimum qualifications after several weeks of training.
6. The proposed maximum level of funding of \$650,000, from October 1, 1995, through September 30, 1996, for the Refugee County Plan is \$147,503 or 18.5 percent less than the current level of funding of \$797,503. Mr. Marutani reports that the decrease from last year is due to an overall reduction of Federal funds for refugee services.

Recommendation: Approve the proposed resolution.

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Item 15 - File 172-95-37

Department: San Francisco Police Department (SFPD)

Item: Resolution authorizing the Chief of Police to execute a Memorandum of Understanding (MOU), which contains a Hold Harmless Agreement, with the United States Department of Interior, National Park Service, United States Park Police for the activities of officers of both the San Francisco Police Department and the United States Park Police under the terms of the MOU.

Description: On June 25, 1995, jurisdiction over the Presidio was transferred from the United States Army to the National Park Service of the United States Department of Interior. The United States Park Police (USPP) is responsible for the provision of law enforcement in the National Park System. According to the San Francisco Police Department (SFPD), because the USPP will now be playing a greater role in the provision of law enforcement within the City and County of San Francisco, there will be more interaction between the SFPD and the USPP, thereby resulting in a need for joint cooperation between SFPD and the United States Park Police.

The Police Department wishes to enter into a joint cooperation agreement with the United States Park Police. The Chief of Police is authorized to enter into such joint cooperation agreements by the California Penal Code. On August 2, 1995, the Police Commission approved a resolution authorizing the SFPD to enter into a Memorandum of Understanding (MOU) with the United States Park Police and recommending that MOU to the Board of Supervisors for consideration and approval of the hold harmless provision contained therein. Ms. Linda Ross of the City Attorney's Office advises that the hold harmless provision is the only section of the MOU that requires Board of Supervisors approval.

Under the terms of the MOU, both the SFPD and the USPP agree to (a) attempt to render assistance to the other agency at that agency's request; (b) take immediate action in areas within the other agency's jurisdiction in the event of an emergency; and (c) ensure full cooperation between the SFPD and the USPP through other means in the provision of law enforcement.

In addition, the MOU contains a hold harmless provision which requires approval of the Board of Supervisors.

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According to this provision, each agency waives any and all claims against the other agency which arise out of the other agency's activities in areas outside of that agency's jurisdiction and holds harmless the other agency from all claims from third parties for property damage or personal injury arising from the activities of the other agency in areas outside of its jurisdiction. However, the MOU further states that, in the event that the United States is held liable, any payments by the United States could neither entail expenditures which exceed appropriations available at the time of loss, nor implicate that Congress be required to appropriate funds to make up for any deficiency.

According to Ms. Ross, the risk of liability to the City appears small because (a) it is unlikely that the SFPD would be held liable for actions taken by the USPP in areas outside of the Presidio, since any joint actions between the SFPD and the USPP would more likely occur within the Presidio; and (b) it is unlikely that the United States would have insufficient funds to make payments in the event that the USPP is held liable for actions taken by the SFPD in the Presidio.

Comment:

According to Lieutenant Pecinovsky of the SFPD, although there is now a greater likelihood that the SFPD would be requested to render assistance to the U.S. Park Police at the Presidio than when the Presidio was under the jurisdiction of the U.S. Army, it is unknown at this time whether this MOU would have any significant fiscal impact on the City. Lieutenant Pecinovsky further advises that the SFPD would be involved in law enforcement at the Presidio whether or not this MOU existed, but that this MOU serves to facilitate cooperation between the SFPD and the USPP in the provision of law enforcement at the Presidio.

Recommendation: Approval of the proposed resolution, which includes a hold harmless provision, is a policy matter for the Board of Supervisors.

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Item 16 - File 172-95-41

Department: Sheriff's Department

Item: Resolution authorizing the San Francisco Sheriff's Department to enter into an agreement with the University of California, San Francisco, for program evaluator services, which agreement provides for dual indemnification from claims or other damages which may arise as a result of performance under said agreement.

Amount: \$81,207

Source of Funds: Federal Center for Substance Abuse Treatment

Term of Contract: Retroactive to July 1, 1995 through June 30, 1996 (See Comment No. 4)

Description: The Board of Supervisors previously approved a supplemental appropriation ordinance (File 101-93-49) that authorized the Sheriff's Department to accept and expend a grant from the Federal Center for Substance Abuse Treatment to fund the SISTER Project, a comprehensive treatment program for female inmates with serious substance abuse problems. The grant, previously approved by the Board of Supervisors, required that an independent evaluation of the project be performed (see Comment No. 1).

The Board of Supervisors also previously approved a resolution which authorized the Sheriff's Department to enter into an agreement with the University of California, San Francisco (UCSF), to provide the independent evaluation on the project for the substance abuse services provided under the existing grant (File 172-94-30). This agreement expired on June 30, 1995. The proposed resolution would extend this agreement for one additional year, retroactive to July 1, 1995 through June 30, 1996. UCSF's contractual services would include (a) assisting in the production of an annual report on the in-custody substance abuse treatment program; (b) interfacing with Sheriff's Department and substance abuse treatment staff to report on the results of process evaluation; and (c) providing quarterly reports to the Sheriff's Department on all aspects of the project.

UCSF would submit monthly invoices to the Sheriff's Department for payment of the ~~hours~~ worked during the previous month. UCSF's invoices would be based upon the following project budget:

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<u>UCSF Personnel</u>	<u>FTE</u>	<u>Amount</u>
Psychologists	0.45	\$24,240
Research Assistants	0.50	18,722
Administrative Assistant	0.10	4,119
Policy Analyst	0.20	<u>7,956</u>
Subtotal - UCSF Personnel	1.25	\$55,037

Out of State Travel
To allow UCSF contract staff to attend Federally-required cluster meetings in Washington, D.C. 1,388

Operating Expenses

Office Supplies	\$1,680
Telephone	1,590
Reproduction	1,575
Software	972
Psychological Test	2,640
Equipment Maintenance	<u>200</u>
Subtotal - Operating Expenses	<u>8,657</u>

Total - Direct Costs \$65,082

UCSF Overhead Costs (approximately 25% of Direct Costs) 16,125

Total Maximum Contract Amount \$81,207

Comments:

1. As noted above, the proposed contractual services would be funded through a previously approved grant from the Federal Center for Substance Abuse Treatment. According to Sergeant Richard Ridgeway of the Sheriff's Department, the original grant budget included sufficient funds for a contractor to provide an independent evaluation of the project.
2. The project budget shown above represents the maximum amount of costs that can be incurred under the proposed contract. The actual project expenditures would be based upon monthly invoices submitted by the contractor detailing the actual costs incurred.
3. The proposed agreement would indemnify both the Sheriff's Department and UCSF, meaning that both the City and UCSF would be held harmless from any liability, loss, expense, attorney's fees or claims or injury and damages arising out of the performance of the agreement. Sergeant Ridgeway reports that the same indemnification clause was included in the previous agreement with UCSF, which was approved by the Board of Supervisors in 1994. Mr. Preston

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Tom of the City Attorney's Office previously reported that it is standard to include the indemnification clause in contracts with other government agencies, such as UCSF.

4. According to Sergeant Ridgeway, the SISTER Project must be reviewed and approved by the State Department of Alcohol and Drugs on an annual basis. Sergeant Ridgeway reports that the Sheriff's Department did not receive State approval for the 1995-96 SISTER Project until August of 1995. Sergeant Ridgeway advises that, because of delays in receiving approval from the State for the 1995-96 SISTER Project, the Sheriff's Department did not submit the proposed resolution, which would authorize a new agreement with UCSF for program evaluator services for the SISTER Project, to the Board of Supervisors prior to the June 30, 1995 expiration of the previous agreement with UCSF. As such, the proposed resolution should be amended to provide for retroactivity.

Recommendations: 1. Amend the proposed resolution to provide for retroactivity.
2. Approve the proposed resolution, as amended.

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Item 17 - File 25-95-8

Note: This item was referred from the Board of Supervisors meeting of July 3, 1995.

Department: District Attorney

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed:

Armed Security Guard Services for the District Attorney, Family Support Bureau.

Description: The Controller has determined that contracting for Armed Security Guard Services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel	\$55,418	\$65,537
Fringe Benefits	<u>15,967</u>	<u>17,794</u>
Total	\$71,385	\$83,331
<u>Estimated Contract Service Costs</u>		
	<u>56,250</u>	<u>56,250</u>
<u>Estimated Savings</u>	\$15,135	\$27,081

Comments:

1. An Armed Security Guard Services function was not required by the District Attorney, Family Support Bureau at its previous location at 291 Tenth Street. However, the Department has relocated to 617 Mission Street as of June 1, 1995, and according to the Family Support Bureau, it will require an armed security guard to (a) monitor visitors as they pass through a metal detector, (b) monitor three surveillance cameras, (c) be responsible for emergency response, and (d) perform minor maintenance tasks at the new facility. Therefore, this is a new Proposition J certification.

2. According to Mr. Merlin Zimmerly of the District Attorney's Family Support Bureau, the estimated contract service costs used for the purpose of this analysis is based on

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an hourly rate of \$25, obtained as an informal quote from one of the City's current security guard contractors. The Armed Security Guard Services are needed from 8:00 a.m. to 5:00 p.m. (nine hours per day) Monday through Friday, when the building is open to the public. Based on 250 working days per year (261 weekdays less 11 holidays equals 250 days), the estimated annual contract cost is \$56,250 (\$25 per hour x 9 hours per day x 250 days per year equals \$56,250 per year).

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status and the health insurance status of the contractor, is attached.
4. According to Mr. Zimmerly, the City Purchaser is issuing an Invitation for Bids for these security services at 617 Mission Street. Selection of the contractor is subject to approval of the proposed resolution. According to the Family Support Bureau, the Invitation for Bids will be extended to MBE firms.

Recommendation: Approval the proposed resolution is a policy matter for the Board of Supervisors.

DEPARTMENT: DA/FSBCONTRACT SERVICES: SecurityCONTRACT PERIOD: June 1, 1995 - June 30, 1996 (13 months)

(1) Who performed activity/service prior to contracting out?
New function for new work site.

(2) Number of City employees laid off as a result of contracting out?
0

(3) Explain disposition of employees if they were not laid off?
N/A

(4) What percentage of City employee's time is spent on services to be contracted out?
N/A

(5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
New request. Ongoing

(6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
95/96

(7) How will contract services meet the goals of your MBE/WBE Action Plan?
Request for bid will be extended to MBE firms.

(8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees?
No. Unknown

Department Representative: Merlin ZimmerlyTelephone Number: (415) 553-4319Fax 553.4293

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Item 18 - File 25-95-25

Department: Port Commission

Item: Resolution concurring with the Controller's certification that security services for the Port of San Francisco can continue to be practically performed by a private contractor at lower cost than by City and County employees.

Services to be Performed: Security Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$350,378	\$424,117
Fringe Benefits	83,994	95,055
Operating Expenses	<u>19,347</u>	<u>19,347</u>
Total	\$453,719	\$538,519
<u>Contractual Services Cost</u>	<u>311,300</u>	<u>311,300</u>
<u>Estimated Savings</u>	<u>\$142,419</u>	<u>\$227,219</u>

Comments:

1. Security services for the Port were first certified in 1976 and have been provided by an outside contractor since then.
2. The current two-year contract is with McCoy's Patrol Service, an MBE firm, and expires on May 31, 1996. McCoy's Patrol Service was one of four bidders for the security services contract that began on June 1, 1994. McCoy's Patrol Service does not provide health insurance for its employees.
3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (McCoy's Patrol Service) estimated cost for security services for FY 1995-96.

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4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachment

CHARTER 8.300.1 (Proposition J) QUESTIONNAIRE

Department: Port of S.F.For Time Period: 7/95 - 96

1) Who performed services prior to contracting out? Port security
was provided by police officers who were formerly with the State of California and came over to City when port was transferred by the State of California.

2) Number of City employees laid off as a result of contracting out? NONE - see #5

3) Explain disposition of employees if they were not laid off.

Port security personnel were state employees that eventually retired.

4) What percent of a City employee's time is spent on services to be contracted out? -

NONE

5) How long have the services been contracted out? 1976

6) What was the first fiscal year for a Proposition J Certification? 1983

7) How will contract services meet the goals of your MBE/WBE Action Plan?

McCoy's Patrol Service is an MBE firm.

8) Does the contractor provide health insurance for its employees? No

Veronica Sanchez
Department Representative (Signature)
Print Name Veronica Sanchez
Telephone 214-0413

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Item 19 - File 25-95-26

Department: Juvenile Probation

Item: Resolution concurring with the Controller's certification that Intake and Shelter Services to status offenders can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Intake and Shelter Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting Intake and Shelter Services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$694,678	\$841,908
Fringe Benefits	210,674	240,709
Operating Expenses	<u>96,042</u>	<u>96,042</u>
Total	\$1,001,394	\$1,178,659
<u>Contractual Services Cost</u>	<u>584,064</u>	<u>584,064</u>
<u>Estimated Savings</u>	\$417,330	\$594,595

A Senior Probation Officer is required to monitor and act as liaison for the contract. Since this position would be necessary for such services provided either by the City or under contract, the costs of this position are not included in either the City or contract cost estimates.

Comments: 1. The Juvenile Probation Department reports that this service has been continuously provided by an outside contractor since 1986 and has been certified as required by Charter Section 8.300-1.

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2. The prior one-year contract with Youth Advocates, the non-profit organization which provides the Intake and Shelter Services, expired on June 30, 1995. The Juvenile Probation Department wishes to exercise its option to renew this contract. Approval of the proposed resolution is required before the expired contract with Youth Advocates can be renewed for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.
3. The Contracted Service Cost used for the purpose of this analysis is the Youth Advocates' projected FY 1995-96 cost for Intake and Shelter Services.
4. The Juvenile Probation Department reports that Youth Advocates provides health care insurance for their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendations: 1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 2).

2. Approve the proposed resolution as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

Attachment

Department JUVENILE PROBATIONContract Services SHELTER AND INTAKE FOR STATUS OFFENDERSFor the term starting approximately JULY 1, 1995 through JUNE 30, 1996

1) Who performed services prior to contracting out?

Juvenile Hall Counselors:

3 - 8316 Assistant Counselor 7 - 8320 Counselor, Juvenile Hall
1 - 8318 Counselor II

2) Number of City employees laid off as a result of contracting out?

None. Eleven positions were cut from budget, but no permanent staff were laid off.

3) Explain disposition of employees if they were not laid off.

Permanent employees moved to positions in other parts of Juvenile Hall formerly filled by on-call staff.

4) What percent of a City employee's time is spent on services to be contracted out?

50% of 1 - 8414 Supervising Probation Officer 100% of 2 - 8318 Counselor II
100% of 1 - 8442 Senior Probation Officer 100% of 14 - 8320 Counselor
100% of 3 - 8440 Probation Officer

5) How long have the services been contracted out?

The contract with Youth Advocates for Central Receiving Facility was entered into by Juvenile Probation on February 1, 1984. That contract was expanded to include Shelter and Intake for status offenders April 1, 1989.

6) When was the first fiscal year for a Proposition J certification?

The first fiscal year for the Central Receiving Facility contract was 1983/1984. The first fiscal year for the expanded contract was 1988/1989.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Extensive outreach was accomplished at the Request for Qualifications staging seeking potential MBE/WBE providers.

Youth advocates is a non-profit agency so it does not fall within the purview of MBE/WBE goals.

Cheyenne Bell

Department Representative

7537860

Telephone

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Item 20 - File 25-95-27

Department: Sheriff

Item: Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can continue to be practically performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees.

Services to be Performed: Pretrial Diversion Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for Pretrial Diversion services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$176,360	\$208,459
Fringe Benefits	<u>44,485</u>	<u>49,516</u>
Total	\$220,845	\$257,975
<u>Contractual Services Cost</u>	<u>151,739</u>	<u>151,739</u>
<u>Estimated Savings</u>	<u>\$ 69,106</u>	<u>\$106,236</u>

Comments:

1. Pretrial Diversion services were first certified as required by Charter Section 8.300-1 in 1977 and have been provided by an outside contractor since then.
2. The prior one-year contract with the San Francisco Pretrial Diversion Project (SFPDP), a non-profit corporation, expired on June 30, 1995. The Sheriff's Department is seeking to renew the current one-year contract for pretrial diversion services with the SFPDP. Sergeant Ridgeway of the Sheriff's Department advises that contractual services are provided on a sole-source basis by the SFPDP because the

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SFPDP has been providing pretrial diversion services ever since the program's inception in 1977, and therefore is uniquely qualified to provide the service. The SFPDP provides health insurance for its employees.

3. As previously noted, SFPDP's contract to provide pretrial diversion services expired on June 30, 1995. Approval of the proposed resolution is required before the expired contract with the SFPDP can be renewed for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.
4. The Contractual Services Cost used for the purpose of this analysis is the San Francisco Pretrial Diversion Project's cost for pretrial diversion services for FY 1995-96.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: 1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 3).

2. Approve the proposed resolution, as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:	SHERIFF
CONTRACT SERVICES:	SAN FRANCISCO PRE-TRIAL DIVERSION PROJECT, INC.
TIME PERIOD:	JULY 1, 1995 - JUNE 30, 1996

) Who performed services prior to contracting out?

Pre-trial Diversion was funded through Federal Grant Monies. Service workers performed the duties.

) Number of city employees "laid off" as a result of contracting?

None.

) Explain the disposition of employees if they were "laid off".

Pre-trial Workers have remained employed on this program.

) What percent of City Employee's time is spent on services to be contracted out?

None.

) How long have these services been contracted out?

These services were first contracted out in 1977.

) What was the first fiscal year for a Proposition J Certification?

The first fiscal year was 1977.

) How will contract services meet the goals of your MBE/WBE Action plan?

MBE/WBE is not effected; Pre-trial is a non-profit organization.

Sergeant Richard Ridgeway
Department Representative

Richard Ridgeway, Sergeant
Financial Services Manager

(15) 554-7225

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Item 21 - File 25-95-28

Department: Sheriff

Item: Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can continue to be practically performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees.

Services to be Performed: Eviction Assistance Program

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for Eviction Assistance services for FY 1995-96 would result in estimated savings as follows. (The Controller's certification does not include a high and low estimate of the savings because the position classification that is required to perform these services has only one pay rate):

City-Operated Service Costs

Salaries	\$71,175
Fringe Benefits	21,501
Operating Expenses	<u>4,407</u>
Total	\$97,083
<u>Contractual Services Cost</u>	<u>29,000</u>
<u>Estimated Savings</u>	\$68,083

Comments:

1. The Sheriff's Department reports that the Eviction Assistance Project was first certified as required by Charter Section 8.300-1 in 1984 and has been continuously provided by an outside contractor since then.
2. The prior one-year contract with the Salvation Army, the non-profit organization which administers the Eviction

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Assistance Project, expired on June 30, 1995. Approval of the proposed resolution is required before the Sheriff's Department can enter into a new contract for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.

The Sheriff's Department has again selected the Salvation Army for the FY 1995-96 Eviction Assistance Program contract. The decision was based on the Salvation Army's receipt of a federal grant which pays up to 75 percent of the costs of administering the Eviction Assistance program, according to Sgt. Richard Ridgeway of the Sheriff's Department.

3. The Contracted Service Cost used for the purpose of this analysis is based on the Salvation Army's projected FY 1995-96 cost for the Eviction Assistance Program.
4. The Sheriff's Department reports that the Salvation Army provides health care coverage to their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendations: 1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 2).

2. Approve the proposed resolution as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

ARTMENT:	SHERIFF
TRACT SERVICES:	SALVATION ARMY
E PERIOD:	JULY 1, 1995 - JUNE 30, 1996

Who performed services prior to contracting out?

The Eviction Assistance Program used volunteer workers; Funding was Federally based.

Number of city employees "laid off" as a result of contracting?

None.

Explain the disposition of employees if they were "laid off".

Three Community Service Workers are currently working on the program.

What percent of City Employee's time is spent on services to be contracted out?

1-8308 Sergeant oversees the Program (100%).

1-8420 Services Counselor assists in overseeing the Program (100%).

How long have these services been contracted out?

These services were first contracted out in 1984.

What was the first fiscal year for a Proposition J Certification?

The first fiscal year was 1983-84.

How will contract services meet the goals of your MBE/WBE Action plan?

MBE/WBE is not effected; Salvation Army is a non-profit organization.

Sergeant Richard Ridgeway
Department Representative

Richard Ridgeway, Sergeant
Financial Services Manager

(5) 554-7225

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 22 - File 25-95-29

Department: Sheriff

Item: Resolution approving the Controller's certification that the San Francisco Own Recognizance Project for the City and County of San Francisco can continue to be practically performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees.

Services to be Performed: Own Recognizance Project ("O.R." Project)

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting the Own Recognizance Release Management services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$708,299	\$822,881
Fringe Benefits	173,090	191,051
Operating Expenses	0	0
Total	\$881,389	\$1,013,932
<u>Contractual Services Cost</u>	<u>782,667</u>	<u>782,667</u>
<u>Estimated Savings</u>	<u>\$98,722</u>	<u>\$231,265</u>

Comments:

1. The Sheriff's Department reports that this service has been provided by an outside contractor since its inception in 1966. It was first certified as required by Charter Section 8.300-1 in FY 1977-78.
2. The prior one-year contract with the San Francisco Institute of Criminal Justice, the non-profit organization which administers the "O.R." Project, expired on June 30,

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee
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1995. Approval of the proposed resolution is required before the Sheriff's Department can enter into a new contract for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.

The Sheriff's Department has again selected the San Francisco Institute of Criminal Justice for the FY 1995-96 Own Recognizance Project contract. According to Sgt. Richard Ridgeway of the Sheriff's Department, the San Francisco Institute of Criminal Justice is uniquely qualified to provide these services.

3. The Contracted Service Cost used for the purpose of this analysis is the San Francisco Institute of Criminal Justice's projected FY 1995-96 cost for the Own Recognizance Project.
4. The Sheriff's Department reports that the San Francisco Institute of Criminal Justice provides health care insurance to their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: 1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 2).

2. Approve the proposed resolution as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:	SHERIFF
CONTRACT SERVICES:	S.F. INSTITUTE FOR CRIMINAL JUSTICE, "O.R. PROJECT"
TIME PERIOD:	JULY 1, 1995 - JUNE 30, 1996

) Who performed services prior to contracting out?
Service was not provided.

) Number of city employees "laid off" as a result of contracting?
None.

) Explain the disposition of employees if they were "laid off".
N/A.

) What percent of City Employee's time is spent on services to be contracted out?
None.

) How long have these services been contracted out?
These services were first contracted out in 1966.

) What was the first fiscal year for a Proposition J Certification?
The first fiscal year was 1977.

) How will contract services meet the goals of your MBE/WBE Action plan?
MBE/WBE is not effected; S.F. Institute for Criminal Justice is a non-profit organization.

Sergeant Richard Ridgeway
Department Representative

Richard Ridgeway, Sergeant
Financial Services Manager

(15) 554-7225

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 23 - File 25-95-30

Department: Sheriff

Item: Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can continue to be practically performed by private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees.

Services to be Performed: County Jail Food Service Management Operations

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for County Jail Food Service Management Operations for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$875,317	\$1,035,050
Fringe Benefits	236,619	262,655
Operating Expenses	0	0
Total	\$1,111,936	\$1,297,705
<u>Contractual Services Cost</u>	<u>795,179</u>	<u>795,179</u>
<u>Estimated Savings</u>	<u>\$316,757</u>	<u>\$502,526</u>

Comments: 1. Management of the food services of the County Jails was first certified as required by Charter Section 8.300-1 in FY 1980-81 and has been continuously provided by an outside contractor since then. The six County Jails are as follows: County Jail No. 1 located at 850 Bryant; County Jail No. 2 located at 850 Bryant; County Jail No. 3 located at One Moreland Drive, San Bruno; County Jail No. 7, Program Facility, located at One Moreland Drive, San Bruno; County

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Jail No. 8 located at 775 Seventh Street; and Jail Ward 94 located at San Francisco General Hospital.

2. The prior one-year contract with the Aramark Corporation to perform County Jail Food Service Management Operations expired on June 30, 1995. The Sheriffs Department wishes to exercise the first of five options to renew this contract. Approval of the proposed resolution is required before the expired contract with the Aramark Corporation can be renewed for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.
3. The Contracted Service Cost used for the purpose of this analysis is based on the Aramark Corporation's projected FY 1995-96 cost for the County Jail Food Service Management Operations.
4. The Sheriff's Department reports that the Aramark Corporation provides health care coverage to their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation:

1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 2).
2. Approve the proposed resolution as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:	SHERIFF
CONTRACT SERVICES:	ARAMARK CORPORATION (FOOD SERVICES, FORMERLY SZABO)
TIME PERIOD:	JULY 1, 1995 - JUNE 30, 1996

) Who performed services prior to contracting out?

Food service was provided by the County Cooks and Chefs under the direction of a Food Administrator.

) Number of city employees "laid off" as a result of contracting?

None, all employees either retired or found other City positions..

) Explain the disposition of employees if they were "laid off".

N/A

) What percent of City Employee's time is spent on services to be contracted out?

None.

) How long have these services been contracted out?

These services were first contracted out in 1980.

) What was the first fiscal year for a Proposition J Certification?

The first fiscal year was 1980-1.

) How will contract services meet the goals of your MBE/WBE Action plan?

This contract is over \$5,000,000, and is a highly specialized and competitively bid contract. It is not subject to MBE/WBE.

Sergeant Richard Ridgeway
Department Representative

Richard Ridgeway, Sergeant
Financial Services Manager

415) 554-7225

Memo to Government Efficiency and Labor Committee
September 12, 1995 Government Efficiency and Labor Committee Meeting

Item 24 - File 25-95-31

Department: Airports Commission

Item: Resolution approving the Controller's certification that Airport Information Booth Services at San Francisco International Airport can continue to be practically performed by private contractor at a lower cost than if work were performed by City employees at presently budgeted levels.

Services to be Performed: Airport Information Booth Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for Airport Information Booth Services for FY 1995-96 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$950,402	\$1,123,618
Fringe Benefits	247,787	273,908
Operating Expenses	<u>314,470</u>	<u>314,470</u>
Total	\$1,512,659	\$1,711,996
<u>Contractual Services Cost</u>	<u>1,300,000*</u>	<u>1,300,000*</u>
<u>Estimated Savings</u>	\$212,659*	\$411,996*

*See Comment No. 3.

Comments:

1. The Airport Information Booth Services were first certified as required by Charter Section 8.300-1 in 1990 and have been continuously provided by an outside contractor since then. Such services consist of providing comprehensive directory information on hotels, ground transportation, airport facilities and services, and other accommodations in the City,

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September 12, 1995 Government Efficiency and Labor Committee Meeting

providing information on special events, and selling public transit passes.

2. Beginning on October 14, 1994 the Airports Commission exercised its final one-year renewal option on a contract with Polaris Research and Development for the provision of the Airport Information Booth Services. The current one-year contract with Polaris Research and Development will expire on October 14, 1995.

In December of 1994 the Airports Commission initiated a Request for Proposal (RFP) process for a new Airport Information Booth Services contract and received proposals from three firms. The proposals were evaluated on a 100 point scale with points given for the contractors' operational costs, qualifications, work scope and program organization, and passenger service. The Commission again selected Polaris Research and Development, an LBE and an MBE firm, for a one-year contract commencing October 15, 1995, with an option for renewal for four additional years. Polaris Research and Development submitted the second lowest of three bids but received the highest score (88) for its overall proposal. A Proposal Evaluation Summary comparing the three proposals, including the amounts bid from each of the three firms, is included as Attachment 1.

3. The Contracted Service Cost of \$1,300,000 used for the purpose of this analysis reflects the amount included in the FY 1995-96 budget for the Airport Information Booth Services and was provided by the Airports Commission based on actual operating expenses in previous years. After the Airports Commission submitted its \$1,300,000 FY 1995-96 budget request to fund this contract, Polaris Research and Development provided, and the Airports Commission accepted, a proposal in the amount of \$1,115,111 for providing the Airport Information Booth Services. Thus, the revised estimated savings to the City from contracting out the Airport Information Booth Services is expected to range from \$397,548 (\$1,512,659 less \$1,115,111) to \$596,885 (\$1,711,996 less \$1,115,111) instead of the Controller's previously estimated lower savings range of \$212,659 to \$411,996.

4. The Airports Commission reports that Polaris Research and Development provides health care coverage to their employees.

Memo to Government Efficiency and Labor Committee
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5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is included as Attachment 2.

Recommendation: Approve the proposed resolution.

AUG-29-1995 09:12 FROM SFIA-LANDSIDE OPERATIONS TO

92520461 P.02

**SUMMARY OF PROPOSAL REVIEW
OPERATION OF AIRPORT INFORMATION BOOTHS**

Evaluation Criteria	Proposers	Reviewers			Average Score
Qualifications (30 points max)	Polaris	30	30	20	23
	QuickATM	23	26	22	17
	CDSNet	19	20	20	15
Workscope/Program Organization (25 points max)	Polaris	23	25	22	19
	QuickATM	20	15	18	15
	CDSNet	15	20	13	10
Passenger Service (20 points max)	Polaris	20	20	18	18
	QuickATM	18	10	13	10
	CDSNet	10	10	13	8
Operational Costs (25 points max)	Polaris	23	25	17	20
	QuickATM	20	15	17	15
	CDSNet	15	15	14	10
Total Points	Polaris	96	100	77	80
	QuickATM	81	67	70	57
	CDSNet	59	65	60	43
MBE/WBE/LBE Preference Points (10 points)	Polaris		10		
	QuickATM				
	CDSNet				

Prepared by Landside Operations

March 16, 1995

alscore.wk4

FROM: Airports Commission
TO: Budget Analyst's Office
RE: Airport Information Booth Service Bids

Tabulation of Bids

<u>Bidders</u>	<u>Bid Amount*</u>
Polaris	\$1,115,111
QuickATM	\$995,301
CDSNet	\$1,408,979

*Bids are not directly comparable in terms of number of hours proposed, hourly rates, fringe benefits provided, or amortization assumptions for computerized kiosks. If bids are adjusted to reflect base hours only and amortization of computerized kiosks beyond first year of operation, bid amounts are as follows:

<u>Bidders</u>	<u>Bid Amount</u>
Polaris	\$994,301
QuickATM	\$995,301
CDSNet	\$1,206,789

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: SFIA Operations *For Time Period:* October 15, 1995
October 14, 1996

Contract Services: AIRPORT INFORMATION (AI) BOOTH PROGRAM

1) *Who performed services prior to contracting out?*

These services were performed by Polaris Research and Development since October 15, 1990 to the present. Airports Commission Resolution #95-0090 awarded renewal of Airport Information Booth Contract to Polaris for an additional year, commencing October 15, 1995.

2) *Number of City employees laid off as a result of contracting out?*

None (See #1)

3) *Explain disposition of employees if they were laid off.*

N/A (See #1)

4) *What percent of a City employee's time is spent on services to be contracted out?*

N/A (See #1)

5) *How long have the services been contracted out?*

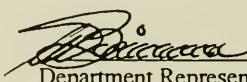
Five years, from October 15, 1990 through October 14, 1995.

6) *What was the first fiscal ear for a Proposition J Certification?*

Fiscal Year 1990/91

7) *How will contract services meet the goals of your MBE/WBE Action Plan?*

This contract has been awarded to an MBE firm. It has adhered to the City's non-discrimination ordinance of Chapters 12B, 12C and 12D of the San Francisco Administrative Code.



Department Representative
Duke Briscoe
Deputy Director, Operations
Telephone: (415) 876-2112

July 14, 1995

A.071415D ak1

CITY AND COUNTY

Attn: Kate Wingerson
OF SAN FRANCISCO//
BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

September 26, 1995

DOCUMENTS DEPT.

SEP 23 1995

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendation for*
SUBJECT: September 28, 1995 Rescheduled Government Efficiency and Labor Committee Meeting

Item 1a - File 89-95-7

Departments: Department of Human Resources
Superior Court

Item: Resolution authorizing enrollment of classification 0175 Criminal Research Assistant in the State Disability and Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 0175 Criminal Research Assistant in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included

Memo to Government Efficiency and Labor Committee
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in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Classification No.</u>	<u>Position</u>	<u>Number of Employees</u>
0175	Criminal Research Assistant	1

The above noted employee works for the Superior Court. The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the sole incumbent, representing a majority, in the 0175 Criminal Research Assistant classification.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 138-95-6

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$320,324, which include indirect costs of \$13,939.36, from the Office of Criminal Justice Planning for the "Victim Witness Assistance Program".

Grant Amount: \$323,324 (See Comment No. 1)

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: California Office of Criminal Justice Planning (OCJP)

Project: Victim Witness Assistance Center

Description: This would be the 19th year of State funding for this project. The Victim Witness Assistance Center, administered by the District Attorney's Office, provides a broad range of services to victims of crime, including the following: (1) crisis intervention and emergency services (e.g., counseling and financial assistance); (2) information and referral services; (3) the filing of Victim of Crime Claim forms for compensation through the State Board of Control; (4) training and public awareness programs (e.g., presentations to community groups and public safety agencies); and (5) orientation to the local criminal justice agencies (e.g., provision of verbal or printed information to victims/witnesses on the location, procedures, and functions of local criminal justice agencies).

The District Attorney's Victim Witness Assistance Center has initiated special projects for the elderly, child victims, juveniles, the Asian and Latino communities, rape victims and the business community.

No. of Persons to be Served: Approximately 2,400 victims of crime.

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Budget:	<u>Personnel Costs</u>	FTEs	Amount
	Executive Director	.25	\$ 16,058.03
	Assistant Director	.75	38,484.45
	Criminal Justice Specialist	1.00	51,312.60
	Victim Witness Investigator	3.00	108,706.50
	Victim Witness Technician	.50	14,798.70
	Grant Manager	.05	<u>1,780.24</u>
	Total Salaries:	5.55	\$231,140.52
	Fringe Benefits		<u>47,646.77</u>
	Total Personnel Costs:		\$278,787.29

Operating Expenses

Photocopy	\$ 1,745.91
Office Supplies	1,559.06
Postage	537.85
Telephone	3,272.00
Training	3,000.00
Audit	3,203.24
Rent	10,125.00
Travel	2,700.00
Interns	4,000.00
Software	454.29
Total Operating Expenses:	\$ 30,597.35
Total Direct Costs:	\$309,384.64
Indirect Costs:	<u>13,939.36</u>
TOTAL GRANT BUDGET:	<u>\$323,324.00</u>

Required Match: None

Indirect Costs: \$13,939.36 (5% of Total Personnel Costs of \$278,787.29)

Comments:

1. According to Ms. Veronica Zecchini of the District Attorney's Office, the proposed grant amount for the Victim Witness Assistance Center has increased from \$320,324 to \$323,324. As such, the resolution should be amended to reflect this new amount.
2. Total salaries for the District Attorney's Victim Witness Assistance Center for FY 1995-96 is \$340,766.02 or \$109,625.50 more than the \$231,140.52 proposed grant amount. Ms. Zecchini states that the balance of the total salaries, in the amount of \$109,625.50 is paid for by State Board of Control monies (\$33,896.30) and General Fund monies (\$75,729.20), previously approved by the Board of Supervisors in the District Attorney's FY 1995-96 budget.

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3. Ms. Zecchini advises that full funding of the previously noted salaries (above the levels funded by the proposed grant) is not a condition of the grant, but rather a local policy decision to provide services above and beyond those funded by the grant.
4. Ms. Zecchini advises that the application for the proposed grant funds was submitted in June of 1995, and that expenses have been incurred against the proposed grant. As such, the proposed resolution authorizes the Department to apply for, accept and expend the proposed grant funds retroactively.
5. Attached is a Summary of Grant Request, as prepared by the District Attorney's office, for the proposed grant funds.
6. A Disability Access Checklist is on file with the Clerk of the Board.

Recommendation:

1. Amend the proposed resolution to reflect that the grant amount for the Victim Witness Assistance Center is \$323,324 instead of \$320,324.
2. Approve the proposed resolution, as amended.

Grantor Office of Criminal Justice Planning
 Contact Person Malou Roeder
 Address 1130 K Street - Suite 300
Sacramento, CA 95814
 Amount Requested \$ 323,324
 Term: From 7/1/95 To 6/30/96

Division District Attorney's Office
 Section Victim Witness Bureau
 Contact Person Veronica C. Zecchini
 Telephone (415) 554-9144
 Application Deadline 6/30/95
 Notification Expected w/ passage of St. Buc

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (supplemental) grant in the amount of \$ 323,324 from the period of 7/1/95 to 6/30/96 to provide comprehensive crime victim services.

II. Summary: (Cooperative, and addressed; member groups served; services, and providers)

Since 1977, the Victim Witness Assistance Program has provided comprehensive service to victims of crime. In 1994-95, approximately 2400 new victims received crisis intervention and follow-up counseling, court case notification, criminal justice system advocacy, and other supportive services to protect them from re-victimization and aid them in recovering in the aftermath of crime.

III. Outcomes/Objectives:

To provide assessment and comprehensive services to 2400 new victims, 1000 continuing contacts; and 50 non-victim witnesses.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds means victims of crime would lose the only authorized advocacy personnel in the criminal justice system; rights would not be asserted; information would be unavailable; assistance in recovery would depend on private mea-

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approve
	Two Yrs Ago	Past Yr/Orig.	Proposed	Change	Cash/In-Kind	
Grant Amount	297,416	320,324	323,324	3,000	0	0
Personnel	264,864	287,827	278,787	(9,040)	0	0
Equipment	3,160	4,175	0	(4,175)	0	0
Contract Svc.	0	0	4,000	4,000	0	0
Mat. & Suppl.	2,097	7,116	7,569	453	0	0
Facil./Space	0	0	10,125	10,125	0	0
Other	12,424	5,399	8,903	3,504	0	0
Indirect Costs	14,871	15,807	13,939	(1,868)	0	0
TOTAL	297,416	320,324	323,324		0	0

VI. Data Processing(none included above) NA NA NA NAVII. Personnel

5	5	4	-1
F/T CSC	3	3	+1
P/T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 State Board of Control Contract; District Attorney's Office

Will grant funded employees be retained after this grant terminates? If so, how?
 Employees will be retained if other grant funds are available and applicable to the employees' job classifications.

VIII. Contractual Services: Open Bid Work Study Sole Source Code source, search Request for Exemptions

Memo to Government Efficiency and Labor Committee
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Item 1c - File 138-95-7

Department: District Attorney

Item: Resolution authorizing the District Attorney of the City and County of San Francisco to apply for retroactively, accept and expend grant funds in the amount of \$197,178 including indirect costs of \$9,389 made available through the California Office of Criminal Justice Planning for the operation of the Career Criminal Program.

Grant Amount: \$197,178

Grant Period: July 1, 1995 through June 30, 1996.

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Career Criminal Program

Description: This would be the 16th year of funding for this State-mandated program (pursuant to Chapter 2.3 of the State Penal Code, commencing with Section 999B). The Career Criminal Program provides specialized, intensive prosecution focused on repeat offenders involved in robberies and residential burglaries, and ultimately seeks the prosecution and maximum period of incarceration for "career criminals" (chronic offenders).

The primary objectives of the program include identifying recidivist offenders, expeditiously and effectively prosecuting these offenders and incarcerating them for the maximum term authorized by the law. Other objectives include eliminating or reducing the use of plea bargaining, reducing the caseload for career criminal prosecutors and investigators, and using vertical prosecution (i.e., the use of one prosecutor per case from the initial filing or appearance to sentencing) with career criminal cases.

Budget:	Personnel Costs	FTEs	
	Head Attorney	.20	\$ 21,450
	Head Attorney	.20	21,450
	Head Attorney	.08	8,580
	Principal Attorney	.20	19,942
	Principal Attorney	.20	19,942
	Principal Attorney	.20	19,942
	Investigator	.20	10,623
	Investigator	.20	10,624
	Assistant Investigator	.30	12,511

BOARD OF SUPERVISORS
BUDGET ANALYST

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Legal Stenographer	.25	\$ 11,258
Total Personnel Salaries	2.03	\$156,322
Fringe Benefits		<u>24,864</u>
Total Personnel Costs:		\$181,186

Operating Expenses

Photocopy	\$ 1,116
Telephones	1,500
Travel	1,100
Audit	1,850
Office Supplies	837
Postage	<u>200</u>
Total Operating Expenses:	\$ 6,603

Total Direct Costs:	\$187,789
Indirect Costs:	<u>9,389</u>

TOTAL GRANT BUDGET: \$197,178

Required Match: None

Indirect Costs: \$9,389 (5% of Total Direct Costs)

Comments:

1. Total salaries for the District Attorney's Career Criminal Prosecution Program for FY 1995-96 is \$813,852 or \$657,530 more than the \$156,322 proposed grant amount. Ms. Mary King of the District Attorney's Office advises that the balance of the total salaries, in the amount of \$657,530, is paid for by General Fund monies previously approved by the Board of Supervisors in the District Attorney's FY 1995-96 budget.
2. Ms. King states that full funding of the previously noted salaries (above the levels funded by the proposed grant) is not a condition of the grant, but rather a local policy decision to provide services above and beyond those funded by the grant.
3. According to Ms. King the application for the proposed grant funds was submitted in April of 1995. As such, the proposed resolution authorizes the Department to apply for the proposed grant funds retroactively.
4. Ms. King advises that the District Attorney's Office has incurred expenditures against the proposed grant; therefore, the proposed legislation should be amended to authorize the Department to accept and expend the proposed grant funds retroactively.

Memo to Government Efficiency and Labor Committee
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5. Attached is a Summary of Grant Request, as prepared by the District Attorney's Office, for the proposed grant funds.

6. A Disability Access Checklist is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to authorize the District Attorney's Office to accept and expend the proposed grant funds retroactively and approve the proposed resolution as amended.

Item No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning
 Contact Person Malon Roeder
 Address 1130 K Street
 Sacramento, California 95814
 Amount Requested \$197,178.00
 Term: From 7-1-95 To 6-30-96
 Health Commission

Division District Attorney _____
 Section _____
 Contact Person Bridget Bane
 Telephone 553-1895
 Application Deadline May 23, 1995
 Notification Expected _____
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$197,178.00 from the period of 7-1-95 to 6-30-96 to provide Career Criminal Prosecution services.

II. Summary: (Contact/Agency, Good addressed, Number & groups served, services and providers)

The Career Criminal Program, a State mandated project, will begin its 16th year of funding. The underlying essence of the Career Criminal Program has not changed as the program is designed to be crime specific concentrating on the prosecution of cases involving robbery and residential burglary. The funding amount from the Office of Criminal Justice Planning for the FY95-96 will be \$197,178.

III. Outcomes/Objectives:

The recidivist offender who persist in the commission of these offenses has a significantly negative effect on the quality of life of law abiding S.F. citizens. Therefore, the most important objective for CCP is the prosecution and maximum period of incarceration of the "Career Criminal".

IV. Effects of Reduction or Termination of These Funds:

The Career Criminal Program has proven to be effective as well as valuable to the citizens of the City and County of San Francisco, continued funding is being sought in order to maintain this project. The community will be negatively impacted should this type of prosecution be reduced or terminated.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	259,755	236,141	197,178	-38,963		
Personnel	238,851	216,967	181,186	-35,781		
Equipment	N/A	N/A	N/A	-		
Contract Svc.	N/A	N/A	N/A	-		
Mat. & Supp.	765	765	837	+ 72		
Facilities/Space	N/A	N/A	N/A	-		
Other	7,770	7,164	5,766	-1,398		
Indirect Costs	12,360	11,245	9,389	-1,856		

VI. Data Processing

(costs included above) N/A N/A N/A N/A _____

VII. Personnel

F/T CSC 10* 10* 10* N/A _____

P/T CSC _____ _____ _____ _____

Contractual _____ _____ _____ _____

*Positions at varying percentages - balance paid by DA-CCP-General Fund.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 See VII above.

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained contingent upon continued funding.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 1d - File 146-95-14

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Central Administration Emergency Medical Services (EMS) Agency, to apply for, accept and expend retroactively a grant of \$77,000, which includes indirect costs in the amount of \$7,690, based on 11.1% of total expenditures from the State Emergency Medical Services Authority, to provide for piloting of the Pediatric Education for Paramedics (PEP) course; providing for ratification of action previously taken.

Grant Amount: \$77,000

Grant Period: June 25, 1995 through June 24, 1996

Source of Funds: State Emergency Medical Services Agency

Project: Pediatric Education for Paramedics (PEP) Course

Description: The proposed resolution would authorize the Department of Public Health, Central Administration EMS Agency, to retroactively apply for, accept and expend a grant from the State Emergency Medical Services Agency for the Pediatric Education for Paramedics (PEP) Course. The PEP Course is a standardized curriculum for teaching paramedics emergency medical care for children.

The proposed grant is part of a multi-year project in which the City's EMS Agency is coordinating development of a training course for dissemination by the State to local paramedic agencies statewide. The proposed PEP project for FY 1995-96 consists of five main objectives: 1) Creating a Statewide consensus in paramedic educational institutes for the PEP Course, 2) Educating instructors for the PEP Course, 3) Conducting a pilot PEP Course with educators, 4) Conducting a pilot of the modified PEP Course Statewide, 5) Reviewing and modifying the final PEP Course for Statewide adoption. Previous State funding of the PEP project in FY's 1991-95, resulted in the development of a curriculum on pediatric education for paramedics, and training materials for instructors and students.

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Budget:

Personnel

PEP Coordinator (2320 Registered Nurse)	\$ 6,500
(200 hrs. @ \$32.50/hr. - work order from SFGH)	\$ 6,500
Total Personnel:	\$ 6,500

Contractual Services - (UCSF)

<u>Personnel</u>	<u>FTE</u>	
Medical Director	.26	\$38,688
Medical Director Assistant	.26	<u>6,900</u>
Subtotal	.52	\$45,588
Fringe Benefits		<u>7,750</u>
Total Personnel		\$53,338

Travel

California PEP Task Force Meeting

	<u>No. of Persons</u>	<u>Cost/Person</u>	
Air Travel	6	\$100	\$ - 600
Ground Travel	6	25	<u>150</u>
Total California PEP Task Force Meeting			\$ 750

PEP Instructor Course

	<u>No. of Persons</u>	<u>No. of Days</u>	<u>Cost/Person</u>	
Air Travel	2	-	\$150	\$ 300
Hotel	4	2	100	800
Meals	4	2	37	296
Ground Travel	4	2	13	<u>104</u>
Total Instructor Course:				\$ 1,500

Pilot Course

	<u>No. of Persons</u>	<u>No. of Days</u>	<u>Cost/Person</u>	
Air Travel	4	-	\$150.00	\$ 600
Hotel	4	1	100.00	400
Meals	4	2	62.50	500
12 courses @ \$375/per course				<u>4,500</u>
Total Pilot Course:				\$ 6,000

Materials and Supplies

Utilities	\$ 600
Slide Developing	150
Mailing (Fed Ex)	72
Copying/Binding	50
Refreshments	300
Miscellaneous	<u>50</u>
Total Materials and Supplies:	\$ 1,222

Total Contractual Services:

\$62,810

Total Direct Costs

\$69,310

Indirect Costs (11.1% of Total Direct Costs)

\$ 7,690

TOTAL GRANT BUDGET:

\$77,000

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Required Match: None

Indirect Costs: \$7,690 (11.1% of Total Direct Costs)

Comments:

1. Ms. Abbie Yant of the DPH, advises that because the PEP Course is designed for statewide use, meetings and workshops will be held in such cities as San Francisco, Watsonville, San Diego, and Santa Barbara. Travel expenses, in the amount of \$8,250, will be used to accommodate project staff and project participants, including various doctors, nurses, and paramedics, throughout California, who must attend task force meetings and course workshops.
2. Ms. Yant states that PEP Course contract services are provided on a sole-source basis by UCSF Emergency Services because Dr. Ronald Dieckmann, a physician at UCSF and the Medical Director of the PEP program, is the designer of the City and County and State's Emergency Medical System for Children, and therefore is uniquely qualified to provide PEP Course services.
3. Ms. Yant advises that the application for the proposed grant funds was submitted in February of 1995, and that expenses have been incurred against the proposed grant. As such, the proposed resolution authorizes the Department to apply for, accept and expend the proposed grant funds retroactively.
4. A copy of the Summary Grant Request as prepared by the DPH is attached.
5. A Disability Access Checklist is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item No. _____ Health Commission - Summary of Grant Request Rev. 4/10/90

Grantor STATE EMS AUTHORITY
 Contact Person Donna Westlake
 Address 1930-9th Street, Suite 100
 Sacramento, CA 95814
 Amount Requested \$ 77,000
 Term: From 6-25-95 To 6-24-96
 Health Commission _____

Division CONTROL ADMINISTRATION
 Section EMS Agency
 Contact Person Abbie Yant
 Telephone (415) 554-9970
 Application Deadline February 15, 1995
 Notification Expected May 25, 1995

Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (modification) (amendment) grant in the amount of \$77,000 from the period of 6-25-95 to 6-24-96 to provide for piloting of Pediatric Education for Paramedic Course. (Circle appropriate words)

II. Summary: (Cover history, need addressed; number & groups served; services and providers)
 This grant will fund the Pediatric Coalition to complete the Pediatric Education for Paramedic (PEP) Course by piloting it at paramedic training institutions throughout California.

III. Outcomes/Objectives:

- 1) Create statewide consensus in paramedic training institutions.
- 2) Educate instructors for PEP course.
- 3) Complete instructor training. 4) Modify PEP course. 5) Final review & completion.

IV. Effects of Reduction or Termination of These Funds:

Without these funds the Pediatric Coalition will be unable to complete the PEP course.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	114,510	49,872	77,000			
Personnel		22,400	6,500			
Equipment		4,000				
Contract Svc.	101,828	17,300	62,810			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs	12,682	4,972	7,690			

VI. Data Processing

(Costs included above) _____ 4,000 _____

VII. Personnel

F/T CSC	_____	_____	0.1	_____
P/T CSC	_____	_____		_____
Contractual	_____	_____	0.4	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO _____

VIII. Contractual Services: Open Bid _____ Sole Source X _____ (if sole source, attach Request for Exemption Form)

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September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 2 - File 97-95-48

Department: Employees Retirement System

Item: Ordinance amending the Administrative Code Section 16.326 regarding administrative costs for the deferred compensation plan.

Description: The City's deferred compensation plan provides an opportunity for employees to defer up to \$7,500 per year from current taxation under the terms of Internal Revenue Service (IRS) Code Section 457. The plan is comparable to 401k plans provided to private sector employees. San Francisco Administrative Code Section 16.326 currently states that the deferred compensation plan shall be administered by the Retirement Board at no cost to the City and County, unless subsequent ordinances provide expressly to the contrary, with any administrative costs to be borne by the participants or by any plan administrator appointed by the Retirement Board.

The proposed ordinance would amend Section 16.326 to state that administrative costs of the deferred compensation plan shall be borne by either the City, the participants or the plan administrator. The amendment would limit administrative costs funded by the City to .01 percent (.0001) of total City payroll (i.e. for all City employees, not exclusively those who participate in the deferred compensation plan), and permit the Board of Supervisors to carry forward unspent monies appropriated for administration of the plan from one fiscal year to the next.

Comments:

1. Ms. Clare Murphy, General Manager of the Employees Retirement System, reports that, although the Administrative Code currently states that the City will not fund administrative costs to the deferred compensation plan, certain costs incurred by the Employees Retirement System in such administration have in fact been paid by the City as part of the City's appropriation to fund and administer the San Francisco Employees Retirement System Trust Fund (the Trust Fund). Ms. Murphy advises that all City departments currently pay an amount to finance all employee retirement benefits, based on their departmental payrolls. This fee is appropriated to the Trust Fund. According to Ms. Murphy, until recent years the cost of administering the deferred compensation plan was considered to be "de minimus"-- so small that it was not separately budgeted. However, Ms. Murphy states that the City Attorney's Office has advised the Employees Retirement System that such

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costs should no longer be considered de minimus, and that it is inappropriate for funds from the Trust Fund to be used for the City's deferred compensation plan since that plan is not for Trust Fund purposes. Therefore, the Employees Retirement System expects to budget and fund the portion of such funds required to cover administrative costs of the deferred compensation plan in the regular Employees Retirement System budget, separately from the Trust Fund appropriation, starting in FY 1996-97.

2. There are currently approximately 11,000 members of the deferred compensation plan, according to Ms. Murphy, or approximately 38 percent of the total approximately 29,167 permanent and temporary, full and part-time employees of the City and County of San Francisco, excluding school district employees. (Ms. Kathy Mallegni of the Controller's Office provided the data on the number of current City employees.) Ms. Murphy states that temporary employees are eligible to participate in the deferred compensation plan. Ms. Murphy reports, however, that School District employees are not eligible to participate in the deferred compensation plan.
3. The Retirement Board has retained the services of the ITT Hartford Corporation to administer the deferred compensation plan, but Ms. Murphy states that the proposed ordinance is not designed to fund this contract. The ITT Hartford Company collects an investment management fee from plan participants. Ms. Murphy states that the Employees Retirement System does not anticipate funding compensation of the Hartford Company with any City funds appropriated pursuant to the proposed ordinance, although such an arrangement would technically be possible under the proposed ordinance.

However, Ms. Murphy reports that Employees Retirement System staff must perform a variety of administrative tasks related to the plan, including periodic review of the contract, counseling members and implementing changes in member status, monitoring changes in Federal regulatory law, insuring effective member education, etc. City Attorney costs are also incurred from time to time. In addition, Ms. Murphy advises that members of the Retirement Board believe it is important to institute an independent audit of ITT Hartford's administration of the plan, to ensure members that their investments are being managed in a timely and appropriate manner. The Employees Retirement System also plans to institute a regular (at least annual) evaluation of the investment vehicles that are available to plan members. Ms. Murphy states that a similar evaluation of the Pension Trust

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Fund is conducted quarterly. The attached letter from Ms. Murphy includes a calendar year 1995 budget, totalling \$135,000, for the administrative functions related to the deferred compensation plan.

Ms. Murphy states that the highest administrative staff costs are incurred in years when the contract for plan administration is bid and negotiated, which the Retirement Board expects to do every three to five years, depending upon whether options to extend the existing contract are exercised. Ms. Murphy estimates the cost of these activities to be \$50,000 to \$75,000. Mr. Dan Maguire of the City Attorney's Office advises that the provision allowing the Board of Supervisors to carryover unspent funds is designed to provide adequate monies in these contract negotiation years.

4. Ms. Murphy states that the Employees Retirement System does not plan to submit a supplemental appropriation request to obtain City funds for plan administrative costs during FY 1995-96. Ms. Murphy reports that the Employees Retirement System is not using Trust Fund monies to cover these costs in FY 1995-96. Instead, the \$135,000 in deferred compensation plan administrative costs for calendar year 1995 is being shared by (a) the participants (\$100,000, taken as a 3 basis points reduction in interest income on member accounts) and (b) the Hartford Company (the plan administrator) (\$35,000).

Ms. Murphy states that, if the proposed ordinance is approved, the Employees Retirement System will develop a proposal for distributing FY 1996-97 costs between the City, the participants and ITT Hartford, which will be submitted for approval by the Retirement Board, the Mayor and the Board of Supervisors. The proposed ordinance would permit City assumption of all or part of the deferred compensation plan administrative costs, up to .01 percent (.0001) of total City payroll. The balance (e.g. that portion that is not paid by the City) would have to be paid by the plan participants and/or ITT Hartford, who are together paying all of the calendar year 1995 costs.

If the proposed ordinance is not approved, the deferred compensation plan administrative costs would continue to be shared by the participants and the contract plan administrator, as is occurring for this first time in FY 1995-96, although the proportional distribution of costs between the participants and ITT Hartford would be subject to negotiation with ITT Hartford, and might differ from the calendar year 1995 distribution of costs.

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5. The revenue sources of the Trust Fund, which finances the retirement benefits of all City employees, are contributions from the City (which include the General Fund and all special funds that support City staff), employee contributions and the earnings of the investments of the accumulated Trust Fund. Mr. Maguire reports that the Retirement Board has independent budgetary authority for Trust Fund expenses, based on the California Pension Protection Act of 1992. However, in practice, the Mayor and the Board of Supervisors have reviewed the funding of combined Trust Fund/deferred compensation plan administrative costs. (The deferred compensation plan administrative costs have never been specified in the budget.) Mr. Maguire states that if the proposed ordinance is approved, the Employees Retirement System would go through the normal budget process in submitting any request for City funding of administrative costs of the deferred compensation plan, and the Mayor and Board of Supervisors would have the normal budgetary oversight and approval powers.

6. Ms. Murphy states that there are two primary ways in which the City benefits directly from the deferred compensation plan, and why, according to Ms. Murphy, it would be appropriate for the City to wholly or partially fund the costs of administering the deferred compensation plan.

First, Ms. Murphy advises that the assets of participants in the deferred compensation plan legally belong to the City until such time as the participant retires, dies or leaves City employment and starts distribution of their deferred compensation. Therefore, the funds are available to the City for use in satisfying creditors' claims against the City.

Second, Ms. Murphy states that the City has, in recent years, elected to use the deferred compensation plan as a benefit in lieu of wage settlements in collective bargaining. As a result, Ms. Murphy advises that approximately 2,100 of the 11,000 plan members have joined the deferred compensation plan for the first time this year as a result of collective bargaining agreements, rather than as a purely voluntary decision on the part of independent employees.

7. Ms. Murphy states that, if the proposed ordinance is approved, the Retirement Board will take the reduction in costs to the Trust Fund into account when setting the rates for Trust Fund financing in future years. However, Ms. Murphy cautions that the approximately \$135,000 Calendar Year 1995 cost of administering the deferred compensation

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plan represents only a .01 percent (.0001) adjustment in the Trust Fund, which may not be a visible reduction, as other factors also influence the rates as well.

8. The proposed ordinance would limit the City's annual contribution to funding of administrative costs for the deferred compensation plan to "current levels (.01 percent of City payroll)." Mr. John Madden of the Controller's Office states that the City's total annual payroll is currently approximately \$1.2 billion, so the maximum City contribution would be approximately \$120,000. As City payroll costs increase, the maximum permissible contribution to administrative costs of the deferred compensation plan would rise proportionately.

9. Mr. Madden advises that he is concerned about how such costs would be allocated to departmental budgets, particularly because approximately 62 percent of permanent and temporary City employees currently do not participate in the deferred compensation plan. Mr. Madden states that there might be questions as to the appropriateness of using monies from the various special funds that support portions of the City's payroll to contribute to administration of the deferred compensation plan, if the special funds do not support members of the plan. Mr. Madden reports that shifting the entire cost to the General Fund would result in some increased General Fund costs, (compared to the City's current distribution of costs for contribution to the Trust Fund, which has included the deferred compensation plan administrative costs), because costs might be shifted from special funds to the General Fund.

However, Ms. Murphy states that if the proposed ordinance is approved by the Board of Supervisors, the Employees Retirement System will work with the Controller to develop an appropriate methodology for pro-rating these costs that would take participation levels into account in assessing departmental responsibility.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

SEP-26-1995 09:37 FROM C&C SF EMPLOYEE RETIR SYS TO ATTACHMENT 1

City and County of San Francisco



San Francisco City and County
Employees' Retirement System
Office of The General Manager

92520461 P.01

September 26, 1995

John L. Taylor
Clerk of the Board
401 Van Ness Avenue, Room 308
San Francisco, CA 94102-4532

RE: File 97-95-48

Dear Mr. Taylor:

This letter is in response to your request for a review and comment on the proposed legislation relating to administrative costs for the Deferred Compensation Plan. I am providing you with a brief history regarding the participant fee which was established to cover costs associated with administering the Deferred Compensation Plan.

On June 1994, the City Attorney advised the San Francisco Retirement Board that it could not expend San Francisco Employees' Retirement System (SFERS) trust monies to operate the 457 Program (Deferred Compensation Plan). As a result of this opinion, the Retirement Board began to review different ways to cover the administrative costs. The Budget for calendar 1995 includes:

◦ SFERS Personnel Costs	-	\$ 65,000
◦ Legal Services/City Attorney	-	30,000
◦ Systems and Control Audit	-	18,000
◦ Investment Performance Audit	-	14,000
◦ Contract Compliance Review	-	<u>8,000</u>
	Total	\$135,000

After various meetings and discussions with ITT Hartford, employee labor organizations and interested parties, a participant fee was established in the amount of \$135,000; \$35,000 to be assumed by ITT Hartford and the remaining \$100,000 to be borne by the participants by reducing net current interest rates by three (3) basis points. Each year the participant fee is subject to recalculation based on budgetary requirements, participation and the administrators (Hartford) contribution.

The Retirement Board has reviewed the administrative costs and has identified future costs relating to an evaluation of the contractor on a periodic basis to occur not less than every five years. This evaluation will include preparation and circulation of request for proposal, review of bidders responses and contract negotiation. The cost of these activities is estimated to be between \$50,000 and \$75,000.

Letter to John L. Taylor

September 26, 1995

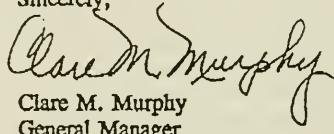
Page 2

The proposed legislation would allow the administrative costs of the Deferred Compensation Plan to be borne by any of the following: City and County, the participants or the plan administrator or a combination of one or more of the parties. The costs funded by the City shall not increase above current levels (.01% of City payroll).

At the September 12, 1995 Retirement Board meeting, the Board indicated that, if this ordinance passed, it would request an appropriate budget for the Deferred Compensation Plan in the 1996-97 year with no request for a supplemental appropriation in the current 1995-96 year.

I will be available to answer any questions at the Government Efficiency and Labor committee hearing on Thursday, September 28, 1995.

Sincerely,



A handwritten signature in cursive ink, appearing to read "Clare M. Murphy".

Clare M. Murphy
General Manager

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 4 - File 97-95-10.1

Department: Art Commission
Public Library

Item: Ordinance amending Administrative Code Section 10.11-2 by authorizing the Art Commission and the Public Library Department to accept credit cards or automatic teller machine cards (ATM) for the payment of fees and charges.

Description: The proposed ordinance would authorize the Art Commission and the Public Library to accept credit cards or automatic machine cards (ATM) for the payment of fees and charges.

Art Commission

Mr. Richard Newirth of the Art Commission advises that currently the Art Commission only accepts cash for Art Commission transactions. However, Mr. Newirth advises that the use of credit cards and ATM cards for the payment of Art Commission transactions would facilitate the payment of license fees paid to the Art Commission by street artists, and the purchase of Art Commission publications. Mr. Newirth advises that there are approximately 450 street artists who together pay the Art Commission approximately \$157,500 annually in license fees, or \$87.50 per street artist quarterly.

Public Library

Mr. Roberto Esteves of the Public Library advises that the Public Library began to offer a research and document delivery service, the Library Express, on August 1, 1995. The purpose of the service is to provide research and delivery services on a cost-recovery basis. Mr. Esteves advises that currently the City only accepts cash for all transactions at facilities operated by the Public Library.

According to Mr. Esteves, the Library Express billed an amount of \$2,493 to Library Express users during the month of August of 1995. Mr. Esteves advises that most users of the Library Express are using the service for business purposes, and these users would prefer to pay for the services with a credit card.

Mr. Esteves advises that the Public Library would also accept credit card or ATM card payments for lost books, as well as for the payment of overdue books.

Comments: 1. Mr. Tom Carrick of the Treasurer's Office advises that the City currently has a contract with Bank of America for the

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acceptance of credit cards (MasterCard and Visa), under which the Department of Public Health, the Department of Parking and Traffic, and the Recreation and Park Department, the three City departments that currently accept credit cards, pay 1.56 percent of revenues generated from the use of credit cards to Bank of America. In addition, City departments must pay between \$15 and \$30 per month (\$180 to \$360 per year) for the rental of equipment such as a card scanning machine and printer.

2. Administrative Code Section 10.11-2 currently permits the Recreation and Park Department to accept ATM cards as payment for fees and charges. However, the Treasurer and Controller must first approve any such acceptance of ATM cards (See Comment No. 3), and such approval has not yet been granted. Mr. Carrick advises that the Treasurer estimates that a fee of \$0.38 per transaction would be charged by the administering bank for ATM purchases.

The proposed ordinance would add the Arts Commission and the Library to Section 10.11-2 of the Administrative Code, thereby extending the ATM card authorization to these departments. Mr. Carrick advises that if the Treasurer and Controller determine that ATM card payment would be cost effective for the City, the Treasurer would issue a Request for Proposal (RFP) to obtain the needed banking services.

3. Mr. Carrick advises that if the proposed ordinance is approved, the Art Commission and the Public Library would still be required to receive approval of the Treasurer and Controller prior to the establishment of any credit card and ATM card payment system. Mr. Carrick advises that in order to receive approval from the Treasurer and the Controller, a department must be able to demonstrate that the department would generate additional income by using the credit card or ATM card, which would offset the 1.56 percent discount rate for credit cards and/or the estimated \$0.38 per transaction charge for ATM cards.

Mr. Carrick advises that if a department receives approval to use credit cards or ATM cards, and is later unable to demonstrate the ability to generate a sufficient monthly income, the Treasurer and Controller could rescind the department's privilege of accepting credit cards or ATM cards for the payment of fees and charges following a consultation with the department. Mr. Carrick advises that the Treasurer's Office receives monthly reports provided by the Bank of America which include such information as the amount of revenue generated through the use of credit cards,

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BUDGET ANALYST

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and the amount of fees charged by the Bank as a result of the discount rate. Mr. Carrick advises that these reports are used to monitor a department's ability to generate sufficient monthly income to cover the bank charges.

4. In summary, approval of the proposed ordinance would authorize the Treasurer and the Controller to permit the Arts Commission and the Public Library to accept credit cards and/or ATM cards, if such acceptance meets the fiscal requirements imposed by the Treasurer and the Controller.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
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Items 7 and 8 - Files 101-95-2.2 and 172-95-44

Items:

Item 7, File 101-95-2.2 - Ordinance amending Section 33 of the Administrative Provisions of the 1995-96 Annual Appropriation Ordinance regarding the Department of Social Services (DSS) administration of the Mandatory Direct Rent Payment Program.

Item 8, File 172-95-44 - Resolution urging an amendment of the contract between the Department of Social Services and Catholic Charities regarding the DSS administration of the Mandatory Direct Rent Program to reflect the proposed amendment to Section 33 of the Administrative Provisions of the 1995-96 Annual Appropriation Ordinance.

Description:

In November of 1994, the San Francisco electorate approved Proposition N, the General Assistance Mandatory Direct Rent Payment Program. Proposition N is an ordinance amending the San Francisco Administrative Code Section 20.59.2, deleting language regarding aid payment to General Assistance (GA) recipients through warrants or checks, and requiring participation in a Mandatory Direct Rent Payment Program (MDRPP) for GA recipients who have not secured their own housing or who are not participating in the Tenderloin Housing Clinic program.

The Tenderloin Housing Clinic (THC), a voluntary program, serves a similar function as the MDRPP, although it does not offer case management services. According to the DSS, GA clients have the option to secure their own housing or participate in the THC program; the MDRPP is only mandatory for GA recipients who do not wish to comply with other housing options. Under the Proposition N ordinance, any homeless individual currently receiving or applying for General Assistance, who does not either (a) secure his/her own housing, (b) participate in the THC program or (c) participate in the MDRPP, will be considered ineligible for General Assistance.

During the FY 1995-96 budget process, the Board of Supervisors placed \$750,000 for contract services for the MDRPP on reserve. The DSS, through its Requests for Proposals (RFP) process has selected Catholic Charities, a non-profit agency, to secure housing, under the MDRPP, for GA recipients who have not secured their own housing. The contract amount is \$750,000 for a 12 month period commencing with the Controller's certification of funds. Catholic Charities was one of three proposals evaluated by a panel composed of DSS staff and client advocates, on the

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September 28, 1995 Government Efficiency and Labor Committee Meeting

basis of a set of criteria which was scored on a point system. Catholic Charities was selected on the basis of having scored the highest number of points. Under the terms of the contract, Catholic Charities would specifically (1) provide case management and placement services to GA recipients, and act as a intermediary between hotels and clients and (2) act as co-payee for the GA warrants issued to GA recipients in order to insure that rent payments are made to hotels.

The proposed ordinance (File 101-95-2.2) would amend the Administrative Provisions of the 1995-96 Annual Appropriation Ordinance to delete reference to the above-noted \$750,000 being placed on reserve pending release by the Board of Supervisors and instead add language which states that prior to the Controller authorizing payment of the initial claim by Catholic Charities, pursuant to the previously noted contract with the DSS, the following conditions shall be met (1) DSS shall provide a written log to the Controller verifying that there are 500 vacant hotel rooms available to the homeless, which are in compliance with applicable health and fire codes, and which have functioning dead-bolt locks, (2) at least 25 percent of the these hotel rooms shall be in accordance with American with Disabilities Act (ADA) guidelines, as verified by the Disability Access Coordinator of the Department of Public Works, (3) DSS or Catholic Charities must develop a plan, approved by the Americans with Disabilities Advisory Committee, in order to meet the special housing needs of GA recipients with either (a) mental disabilities, (b) recovering from substance abuse, or (c) those recipients who have been victims of violent crimes in a residential hotel.

Additionally, the proposed amended language to the Annual Appropriation Ordinance states that prior to the Controller authorizing any payment to Catholic Charities, that (1) verification shall be provided by Catholic Charities or the DSS to the Controller that all housing used during the time for which the claim is made by Catholic Charities, was (a) determined to be in compliance with the City's applicable Health and Fire Codes, within two weeks prior to the date that a GA recipient was placed in that housing and (b) that such housing remained in compliance with the Health and Fire Codes throughout the GA recipient's occupancy and (2) each claim submitted by Catholic Charities to the Controller shall include a log sheet, indicating the hotel name, room number, dates of inspections by the Department of Public Health and the Fire Department and results, and dates for housing used during the claim period.

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

The proposed resolution (File 172-95-44) would urge the Mayor to urge the Social Services Commission to direct the General Manager of DSS to seek Catholic Charities agreement to amend the contract between DSS and Catholic Charities so that the terms of the contract are in accordance with the proposed amendments to Section 33 of the Administrative Provisions of the Annual Appropriation Ordinance.

Comments:

1. Attached is a memo, from Mr. Brian Cahill, General Manager of the DSS, regarding the proposed legislation.
2. Mr. John Madden of the Controller's Office advises that the Controller has already released the \$750,000 from reserve.

Recommendation: Approval of the proposed ordinance and resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco**Department of Social Services**Attachment
Page 1 of 2Brian F. Cahill
General ManagerAssistant General Managers
Sally Kipper
Pat Reynolds
John R. Vera

September 25, 1995

Honorable Terence Hallinan
Chairman, Government Efficiency & Labor Committee
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

Dear Supervisor Hallinan,

I am writing to you regarding the proposed legislation submitted by Supervisors Ammiano and Teng concerning the Mandatory Direct Rent Payment Program (MDRPP) which is to be considered at your September 28th meeting.

As you know, the contract between the Department of Social Services and Catholic Charities to operate the MDRPP has already been certified. The proposed legislation imposes additional requirements on the contractor. However, any modifications to this existing contract can only be made if the amendments are agreed to by D.S.S. and Catholic Charities. Neither I nor the contractor can agree to the conditions listed in the proposed legislation. Therefore, the reserve is unenforceable.

I have however, submitted contract modifications for this program to the Social Services Commission in response to some of the concerns which you identified at the MDRPP hearings. The regular Commission meeting will be held at the same time as the Government Efficiency and Labor Committee, and therefore the Department will not be represented at your hearing. I have attached a copy of our proposed contract modifications for your information.

D.S.S. has participated in 3 separate Committee hearings and agreed to delay the implementation of the MDRPP at the request of the Government Efficiency and Labor Committee. At the September 12th hearing, Supervisor Ammiano requested that the Department meet with his office and advocates to discuss possible contractual modifications and we agreed to do so.

Supervisor Ammiano has called no meeting and the proposed legislation was developed with absolutely no discussion with our Department or the controller. The Department has operated in good faith in continually reviewing the MDRPP for possible modifications.

I will always try to be responsive to your concerns, but we are going forward with the program.

Sincerely,



Brian Cahill
General Manager

Attachments

cc: Mayor Jordan
Board of Supervisors
Ed Harrington, Controller
Social Services Commission

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 9 - File 25-95-26

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 12, 1995.

Department: Juvenile Probation

Item: Resolution concurring with the Controller's certification that Intake and Shelter Services to status offenders can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Intake and Shelter Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting Intake and Shelter Services for FY 1995-96 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$694,678	\$841,908
Fringe Benefits	210,674	240,709
Operating Expenses	<u>96,042</u>	<u>96,042</u>
Total	\$1,001,394	\$1,178,659
<u>Contractual Services Cost</u>	<u>584,064</u>	<u>584,064</u>
<u>Estimated Savings</u>	\$417,330	\$594,595

A Senior Probation Officer is required to monitor and act as liaison for the contract. Since this position would be necessary for such services provided either by the City or under contract, the costs of this position are not included in either the City or contract cost estimates.

Comments: 1. The Juvenile Probation Department reports that this service has been continuously provided by an outside

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

contractor since 1986 and has been certified as required by Charter Section 8.300-1.

2. The prior one-year contract with Youth Advocates, the non-profit organization which provides the Intake and Shelter Services, expired on June 30, 1995. The Juvenile Probation Department wishes to exercise its option to renew this contract. Approval of the proposed resolution is required before the expired contract with Youth Advocates can be renewed for FY 1995-96. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.
3. The Contracted Service Cost used for the purpose of this analysis is the Youth Advocates' projected FY 1995-96 cost for Intake and Shelter Services.
4. The Juvenile Probation Department reports that Youth Advocates provides health care insurance for their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendations: 1. Amend the proposed resolution to retroactively concur with the Controller's certification (see Comment 2).

2. Approve the proposed resolution as amended.

CHARTER 8-300-1 (PROPOSITION J) QUESTIONNAIRE

Attachment

Department JUVENILE PROBATIONContract Services SHELTER AND INTAKE FOR STATUS OFFENDERSFor the term starting approximately JULY 1, 1995 through JUNE 30, 1996

1) Who performed services prior to contracting out?

Juvenile Hall Counselors:

3 - 8316 Assistant Counselor 7 - 8320 Counselor, Juvenile Hall
1 - 8318 Counselor II

2) Number of City employees laid off as a result of contracting out?

None. Eleven positions were cut from budget, but no permanent staff were laid off.

3) Explain disposition of employees if they were not laid off.

Permanent employees moved to positions in other parts of Juvenile Hall formerly filled by on-call staff.

4) What percent of a City employee's time is spent on services to be contracted out?

50% of 1 - 8414 Supervising Probation Officer 100% of 2 - 8318 Counselor II
100% of 1 - 8442 Senior Probation Officer 100% of 14 - 8320 Counselor
100% of 3 - 8440 Probation Officer

5) How long have the services been contracted out?

The contract with Youth Advocates for Central Receiving Facility was entered into by Juvenile Probation on February 1, 1984. That contract was expanded to include Shelter and Intake for status offenders April 1, 1989.

6) When was the first fiscal year for a Proposition J certification?

The first fiscal year for the Central Receiving Facility contract was 1983/1984. The first fiscal year for the expanded contract was 1988/1989.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Extensive outreach was accomplished at the Request for Qualifications staging seeking potential MBE/WBE providers.

Youth advocates is a non-profit agency so it does not fall within the purview of MBE/WBE goals.

Cheyenne Bell

Department Representative

7537860

Telephone

RY:ac(85GEN60)

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 10 - File 64-95-7

Department: Real Estate Department
City Attorney

Item: Resolution authorizing a new lease of real property at Fox Plaza, 1390 Market Street, for the City Attorney.

Location: Fox Plaza, 1390 Market Street, Suite 524

Purpose of Lease: Office space for the City Attorney

Lessor: CALFOX, Inc.

Lessee: Office of the City Attorney

No. of Sq. Ft. and Cost Per Month: 1,925 Square Feet, at a rental cost of \$2,553.83 per month, or approximately \$1.33 per square foot per month.

Annual Cost: \$30,645.96

% Change from 1994-95: Not applicable

Term of Lease: Approximately 26 months, December 1, 1995 to February 4, 1998.

Utilities and Janitor Provided by Lessor: Electricity will be separately metered and paid by the City, all other utilities and janitor services will be provided by the lessor.

Right of Renewal: The City will have two options to renew; Option 1 provides for renewal for two six month periods, Option 2 provides for renewal for the period through December 31, 2000.

Source of Funds: Budgeted in City Attorney's FY 1995-96 Budget

Description: The proposed resolution would authorize the Real Estate Department to enter into a lease for office space at 1390 Market Street, Suite 524, for the use of the City Attorney. The lease would be for a period of approximately 26 months, beginning on or around December 1, 1995, when improvements to the space are projected to be completed, and terminating February 4, 1998, which is the same termination date as the other leases held by the City Attorney on the 5th floor of Fox Plaza. The improvements to the space would be paid for by the lessor, CALFOX, Inc.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

According to Ms. Delia Schletter of the City Attorney's Office, the proposed new lease for additional space for the City Attorney on the 5th floor of Fox Plaza is to accommodate nine new staff, including six new Attorneys, two new support staff, and one intern which are anticipated to be hired by the City Attorney, a deposition room, space for student law clerks and for Attorneys doing pro bono work on the revision of the Tax Code, and for storage for approximately 300 boxes of files which are being used in current litigation, and which must be easily accessible to City Attorney staff.

Three new Attorney positions and one new Legal Secretary position were previously approved by the Board of Supervisors in a supplemental appropriation funding City Attorney staff costs to work on the planned revision of the City's Tax Code (File 101-95-14). The remaining three Attorney positions, one support staff position and one intern are temporary positions needed for new work requested of the City Attorney by the Housing Authority and the Community College District, and for work requested by the Department of Human Resources on labor arbitrations. Funds for these five temporary positions were previously approved as part of the FY 1995-96 budget.

Ms. Schletter reports that the deposition room and storage space will occupy approximately 516 of the 1,925 square feet. Including the Attorneys and support staff identified above, and the law clerks and volunteer Attorneys, Ms. Schletter reports that the 1,409 square feet of non-storage office space in the proposed lease will be occupied by between 9 and 12 persons, for a ratio of between 200 and 117 square feet person.

Comment:

1. Mr. Charlie Dunn of the Real Estate Department reports that the rental amount of \$1.33 per square foot per month is approximately the same as the rent paid by the City under existing leases at the Fox Plaza, and that this amount per square foot represents the fair market value of the property.
2. Ms. Schletter reports that after the Tax Code work is finished, the City Attorney believes that this additional suite will continue to be needed in FY 1996-97 and in FY 1997-98 to accommodate future temporary staff, the City Attorney's file storage requirements, additional law

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

clerks who work with the City Attorney's office during the summer months, and other future space requirements.

3. Mr. Dunn reports that, in his evaluation of the City Attorney's space requirements, an additional suite is justified. The Attachment, provided by Mr. Dunn, contains information on all leases held by the City Attorney's Office at the Fox Plaza including suite numbers, the square footage of each suite, the annual cost per square foot of each lease, the number of City Attorney employees occupying each suite, the average amount of square feet per employee, and the total square footage and total number of employees of the City Attorney at the Fox Plaza.

4. The City Attorney previously represented to the Budget Analyst that the 3 Attorney positions and 1 Legal Secretary required for the Tax Code work would be terminated after the completion of the Tax Code revision project, which is anticipated during FY 1995-96, based on an estimated 3,560 total hours of work. The remaining positions proposed to occupy this suite are also temporary. Because all of the positions which are proposed to occupy this suite are temporary, and the City Attorney's staff and space requirements after the end of FY 1995-96 are unknown, the Budget Analyst questions the need to lease this space through February of 1998, and considers approval of the proposed lease to be a policy matter for the Board of Supervisors.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco**Real Estate Department**Office of the
Director of Property

September 26, 1995

City Attorney

Ms. Peg Stevenson
 Budget Analyst
 1390 Market Street
 San Francisco, CA 94102

Dear Ms. Stevenson:

City Attorney has reported a need for additional staff and case preparation areas. The City Attorney has reported that these functions need to be grouped to be effective.

The Real Estate Department has conducted a walk through of the City Attorney space at Fox Plaza. It appears that the existing premises does not have available space for the City Attorney's reported needs.

If you have any questions please contact Charlie Dunn of our office at 554-9861.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony J. DeLucchi". Below the signature, the name "Anthony J. DeLucchi" is printed in a smaller font, followed by "Director of Property".

cc: Louise Renne
 Delia Schletter

CD:avd/PFGS.LTR

City and County of San Francisco**Real Estate Department**Office of the
Director of Property

September 26, 1995

City Attorney

Ms. Peg Stevenson
Budget Analyst
1390 Market Street
San Francisco, CA 94102

Dear Ms. Stevenson:

Per your request, attached is a spreadsheet showing the City Attorney areas, lease expirations, and rental rates. The breakdown of employees was completed by the City Attorney's office.

If you have any questions, please contact Charlie Dunn of our office at 554-9861 or Delia Schletter at 554-9397.

Sincerely,

A handwritten signature in black ink, appearing to read "J. DeLucchi".

Anthony J. DeLucchi
Director of Property

Attachment

cc: Louise Renne
Delia Schletter

CD:avd/PLGS

City Attorney Leases
at Fox Plaza

Lease No.	Lease Expiration	Premises	Rentable Sq. Ft.	Annual Rent			Total	Sq. Ft Per Person
				PSF (1)	FTE's	Interns (4)		
1	12/31/00	#250	11,937		48	3	51	234 (6)
		#600	17,701		76	10	86	206
		#1010	2,122	\$15.93 (2)	9	1	10	212
2	2/4/98	#510	15,820	See Note (3)	67	10	77	205
Proposed	2/4/98	#524	1,925	\$15.92	8	1	9	214 (7)
Totals			49,505		208	25	233 (5)	212

Notes:

- 1) Rents are fully serviced, net of electricity
- 2) Average over the term.
- 3) The rental included a lump sum payment of \$463,000. If amortized over the term, the rental rate equates to \$15.25 at our bond cost of 6-3/8% and approx \$15.75 at 9.5% interest.
- 4) Number of interns varies during the year, generally between 23 and 57.
- 5) Does not include pro bono staff.
- 6) Includes childcare area.
- 7) Includes approx 516 sq. ft. of case preparation area.

Memo to Government Efficiency and Labor Committee
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Item 11 - File 65-95-10

Department: Port of San Francisco

Item: Ordinance approving second amendment to a ground lease between the Port of San Francisco and HHC Investments, Limited, located at Montgomery and Francisco Streets.

Location: Seawall Lots 315, 316 and 317 located at Montgomery and Francisco Streets (Francisco Bay Office Park).

Purpose of Lease: Commercial office complex.

Lessor: Port of San Francisco

Lessee: HHC Investments, Ltd.

No. of Sq. Feet and Lease Rate/Month: 153,357 square feet, at \$28,437.33 per month (or approximately \$0.185 per square foot per month.)

Annual Income: \$341,248

Utilities and Maintenance: Lessee to provide all utilities and maintenance.

Term of Lease: June 28, 1974 to June 27, 2040, for a total lease term of 66 years.

Description: The proposed ordinance would authorize technical amendments to an existing Port ground lease of property located at Montgomery and Francisco Streets, the site of the Francisco Bay Office Park. The proposed second amendment to this lease would correct the description of the leased premises, and the description of an adjacent parcel that is not owned by the Port.

Comments: Ms. Veronica Sanchez of the Port advises that the Port surveyed the boundaries of waterfront Port property in connection with negotiations related to the Waterfront Transportation Project. Ms. Sanchez states that, while the subject property is not part of the Waterfront Transportation Project, the survey revealed that the existing lease included incorrect descriptions of the subject property and of an adjacent property. The proposed ordinance would amend the lease to correct these inaccuracies.

Recommendation: Approve the proposed ordinance.

Memo to Government Efficiency and Labor Committee
September 28, 1995 Meeting of Government Efficiency and Labor Committee

Item 12 - File 65-95-11

Department: Public Utilities Commission (PUC)
San Francisco Water Department (SFWD)

Item: Ordinance authorizing and approving a negotiated forty-year lease with San Antonio Center Associates, a California Limited Partnership, of certain City-owned land under the jurisdiction of the San Francisco Water Department, located within the San Antonio Center between San Antonio Avenue and Showers Lane in the City of Mountain View, County of Santa Clara, without competitive bidding; and ratifying previous action.

Location: San Antonio Center (shopping center) in the City of Mountain View, between San Antonio Avenue and Showers Lane.

Purpose of Lease: Parking lot, landscaping, ingress and egress to and from shopping center facilities.

Lessor: City and County of San Francisco

Lessee: San Antonio Center Associates

No. of Acres and Lease Rate/Month: 2.7 acres, \$12,545.25 per month (or approximately \$0.107 per square foot).

Annual Income: \$150,543

Utilities and Maintenance: Lessee to provide all utilities and maintenance.

Term of Lease: Estimated start date of November 1, 1995 to estimated expiration date of November 1, 2035, for a total lease term of 40 years.

Description: The proposed ordinance would authorize a 40-year right-of-way ground lease involving SFWD pipeline right-of-way property in the City of Mountain View. (A ground lease provides for lease of ground only, as opposed to lease of a building.) The subject property bisects a shopping center known as the San Antonio Center, and is used for parking, landscaping and providing ingress to and egress from the shopping center facilities. Under the terms of the lease, the SFWD retains full access rights to the underground pipeline facilities, and the lessee covenants to protect such facilities from damage.

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The San Antonio Center Associates currently leases the subject property from the City under two separate arrangements. The City is leasing approximately 1.045 of the 2.7 acres to the San Antonio Center Associates under a 10-year lease signed in 1990, and due to expire in May of 2000 with a 10-year option to renew. A separate 10-year lease for the remaining 1.65 acres expired in 1991, and this portion of the property has been used by the lessee on a month-to-month lease basis since that time. On September 12, 1995, the PUC approved an interim lease for this 1.65 acres, effective retroactively as of June 1, 1995. Both the interim lease for the 1.65 acres and the existing lease for the 1.045 acres would be superseded by the proposed lease for the full 2.7 acres.

Comments:

1. Mr. Bruce Lymburn, of the law firm of Wendel, Rosen, Black and Dean, is under contract with the PUC to negotiate various leases of SFWD property. Mr. Lymburn advises that the San Antonio Center Associates desires a long-term (40 year) consolidated lease to assist the company's efforts to finance a major renovation of the shopping center that is bisected by the subject property. The San Antonio Center Associates plans to encumber the lease (in other words, to use the lease as part of the collateral for a loan). Mr. Lymburn states that, if the San Antonio Center Associates defaults on its loan, the lender could take over the lease, subject to all of the covenants and provisions of the lease.
2. Mr. Lymburn advises that the existing leases are substantially below market lease rates, providing the City with a total of approximately \$3,600 per month, or approximately \$0.03 per square foot per month. Therefore, the proposed new lease rate of \$12,545.25 per month would more than triple the revenue to the City from lease of this property.
3. Mr. Lymburn states that, in exchange for providing the San Antonio Associates with a 40-year lease, the SFWD has negotiated an above-market lease rate for the first 10 years of the lease. An SFWD-selected appraiser informally determined that the actual fair market rent is substantially higher, on a per square foot basis, than the existing lease rate, but significantly less than the proposed starting monthly lease rate of \$12,545.25. The lease rate would be adjusted every five years based on the Consumer Price Index (CPI), by not less than 2 percent or more than 7 percent per year.

The proposed lease provides that either party can request a lease rate adjustment to the then-current fair market rent,

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based on a reappraisal, upon the tenth anniversary of the lease. (A total of three such "reappraisal options" can be exercised during the 40-year term of the lease.) Therefore, Mr. Lymburn advises that it is possible that the lease rate would be reduced after ten years, if it is found upon reappraisal to exceed the then-current fair market rent.

4. The PUC proposes to award this lease without competitive bidding. Ms. Jodie Fedor of the City Attorney's Office states that competitive bidding for this lease is required as a policy matter only under the Administrative Code where competitive bidding would be impracticable or impossible. Ms. Fedor states that the PUC found that it would be impracticable to bid this lease because the subject property runs through the middle of the San Antonio Center, and there would be no other market for use of the property.

Recommendation: Approve the proposed ordinance.

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 13 - File 97-95-50

Department: Public Utilities Commission (PUC)
Hetch Hatchy

Item: Ordinance amending Administrative Code by amending Sections 16.6-5, and 16.6-26, to authorize Hetch Hatchy to join various organizations.

Description: Hetch Hatchy is currently a member of 19 organizations for the purposes of protecting San Francisco's water rights, gaining access to the bulk power market (in which wholesale power is purchased and sold), and coordinating with other utilities to establish positions on regulatory initiatives.

The proposed ordinance would amend Administrative Code Sections 16.6-5 and 16.6-26 by adding seven additional organizations to the list of organizations to which Hetch Hatchy belongs for a total of 26 organizations. The seven proposed organizations are: 1) Mountain Counties Water Resources Association, 2) Western Regional Transmission Association, 3) Associated Records Management Association, 4) Society of California Archivists, 5) American Industrial Hygiene Association, 6) American Conference of Government Industrial Hygienists, and 7) American Society of Safety Engineers.

The Mountain Counties Water Resources Association (MCWRA) is an organization dedicated to reducing water supply usage in member counties and districts (See Attachment for list of counties, districts/agencies, and private firms/individuals as provided by Hetch Hatchy) and is working to achieve a fair and equitable distribution of the State's waters. Hetch Hatchy wishes to join the MCWRA as part of its efforts to protect the City's water rights. Membership dues for the MCWRA are \$800 for FY 1995-96.

The Western Regional Transmission Association (WRTA) is an organization consisting of electrical power transmission providers, and users, located throughout the Western Interconnection. The Western Interconnection was formed to facilitate the efficient use of existing transmission facilities, and coordinate the planning of transmission system expansions. Hetch Hatchy reports that joining WRTA would assist in insuring that the City's interests are met in the use, planning, and expansion of Western transmission systems. Membership dues for the WRTA are \$6,000 for FY 1995-96.

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September 28, 1995 Government Efficiency and Labor Committee Meeting

The Associated Records Management Association (ARMA) and the Society of California Archivists (SCA) are organizations that would provide Hetch Hatchy staff with additional knowledge and training on proper care, storage and retrieval of documents, plus guidelines on proper record-keeping. Membership dues are \$140 for FY 1995-96 for the ARMA, and \$30 for FY 1995-96 for the SCA.

The American Industrial Hygiene Association (AIHA), the American Conference of Government Industrial Hygienists (ACGIH), and the American Society of Safety Engineers (ASSE) are organizations that would give Hetch Hatchy health and safety staff access to technical guidelines, publications, professional development courses, and regulatory activities at the Federal level that affect the PUC. Membership dues for FY 1995-96 are \$90 for the AIHA, \$60 for the ACGIH, and \$110 for the ASSE.

Comments:

1. Hetch Hatchy's memberships in the above noted seven organizations, which total \$7,230 for FY 1995-96, was approved in Hetch Hatchy's FY 1995-96 budget by the Board of Supervisors. As such, membership dues for the proposed seven organizations would be paid for out of Hetch Hatchy's FY 1995-96 operating budget.
2. Therefore, this proposed request to amend the Administrative Code, which would authorize Hetch Hatchy to have membership in seven additional organizations, is consistent with the prior actions of the Board of Supervisors in approving the FY 1995-96 budget for Hetch Hatchy.

Recommendation: Approve the proposed ordinance.

M.C.W.R.A
Who We Are

P.03

COUNTIES:

Alpine	Mariposa	Plumas
Amador	Nevada	Sierra
Calaveras	Mono	Tuolumne
El Dorado	Placer	Yuba

DISTRICTS/AGENCIES:

Amador County Water Agency
Calaveras County Water District
East Bay Municipal Water District
El Dorado County Water Agency
El Dorado Irrigation District
Georgetown Divide Public Utility District
Groveland Community Service District
Jackson Valley Irrigation District
Lake Don Pedro Community Service District
Mariposa County Water Agency
Modesto Irrigation District
Nevada Irrigation District
North Tahoe Public Utility District
Placer County Water Agency
South Tahoe Public Utility District
Stockton East Municipal Utility District
Tuolumne Regional Water District
Tuolumne Water District No. 1
Turlock Irrigation District
Yuba County Water Agency

FIRMS/INDIVIDUALS:

R.W. Beck and Associates
Borcilli & Associates
Boyle Engineering
Brookman-Edmonston
Brown and Caldwell
Campresser & McKee, Inc.
Clendenen Engineers, Inc.
EBASCO Services, Inc.
El Dorado County Water Purveyors
Georgia Pacific Company
CH2M Hill
H.D.R. Engineering
Kennedy/Jenks Consultants
Robert A. Laurie, Esq.
Leedhill/Horkenhoff, Inc.
Karen Croft Nelson, Esq.
Pacific Gas and Electric Company
Sierra Hydrotech
Sierra Pacific Power Company
Noble Springer, Esq.
George Wheeldon & Associates
Willden Associates
Woodward-Clyde Consultants

REV. 4-82

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 14 - File 97-95-52

Department: Department of Agriculture and Weights and Measures

Item: Ordinance amending Section 1.13-3 of the Administrative Code to authorize the President of the Board of Supervisors to execute an annual contract between the California Department of Pesticide Regulation and the Board of Supervisors.

Description: Currently, the President of the Board of Supervisors executes an annual contract between the State Department of Pesticide Regulations and the Board of Supervisors which provides that (1) the Department of Agriculture and Weights and Measures will inspect and enforce State pesticide regulations, and (2) the State will pay the City for providing these services.

The proposed ordinance would amend the Administrative Code to authorize the President of the Board of Supervisors to execute a second annual contract between the Board of Supervisors and the State Department of Pesticide Regulations. The second contract would provide that (1) the Department of Agriculture and Weights and Measures would provide the State Department of Pesticide Regulations with computerized monthly Summary Pesticide Use Reports, and (2) the State would reimburse the City for the cost of the data entry associated with the monthly Summary Pesticide Use Reports. A Summary Pesticide Use Report is a monthly report documenting the amount of pesticides used monthly by commercial pesticide applicators in the County.

Mr. David Frieders, of the Department of Agriculture and Weights and Measures advises that the State does not reimburse counties for the costs of preparing monthly manual Summary Pesticide Use Reports, or require a contract between the State and a county for the provision of manual reports. Mr. Frieders advises that the City has been providing such manual reports to the State since approximately 1975. Beginning July 1, 1995, the Department's reports have been computer generated. However, according to Mr. Frieders, in order to be reimbursed for the costs associated with providing the computerized reports, including data entry, the Board of Supervisors is required to enter into a contract with the State Department of Pesticide Regulations.

Mr. Frieders advises that the proposed annual contract would generate approximately \$1,500 per year in

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reimbursements which would accrue to the General Fund. Mr. Frieders advises that these reimbursements will be sufficient to cover the Department's costs associated with providing such computerized reports.

Recommendation: Approve the proposed ordinance.

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 15 - File 172-95-42

Department: Public Transportation Commission
Municipal Railway (MUNI)

Item: Resolution approving an agreement, containing an indemnity clause, between the City and the Bay Area Rapid Transit District (BART) authorizing payment to the Municipal Railway for transfer trips provided in 1994-95.

Description: Mr. Jim Gerwitz of the MUNI advises that the MUNI's FY 1994-95 budget included an estimated \$1,680,000 in revenues from BART. The \$1,680,000 represents a reimbursement from BART to MUNI for (1) BART patrons who transfer from BART to MUNI and for (2) the MUNI's provision of "bus feeder service" to BART Stations (MUNI transit lines that make a stop at or near a BART Station, which permits patrons to transfer from one transit system to another). BART has agreed to reimburse MUNI for these services based on the recognition that many BART patrons use MUNI to link up with BART, and that such patrons would not take BART at all were it not for the MUNI link. BART has reimbursed MUNI annually for these services since FY 1986-87. The original amount reimbursed to MUNI in FY 1986-87, was based on a formula that was part of an agreement between the City's Public Utilities Commission (PUC) and BART. Since that time, BART has based its payment to MUNI on the prior year's payment with adjustments for changes in BART Sales Tax revenues.

In accordance with the proposed agreement between the City and BART, the actual amount to be reimbursed by BART to MUNI for FY 1994-95, for BART patrons who transfer from BART to MUNI and for the MUNI's provision of bus feeder service to BART Stations is \$1,574,119. The \$1,574,119 is \$27,867 or 1.8 percent more than the \$1,546,252 amount reimbursed by BART to the MUNI for FY 1993-94. The difference for the budgeted revenues of \$1,680,000 and the actual reimbursement of \$1,574,119 or \$105,881 would be offset by other surplus revenues.

The proposed agreement contains an indemnity clause, under which the City agrees to hold harmless and defend BART, its officers, agents and employees from any legal liability for damages to property, personal injuries or death incurred as a result of any act or failure to act on the part of the City, its officers, agents and employees, in its performance of its duties under this agreement, unless such claims arise out of

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

sole negligence on the part of BART, its officers, agents or employees. Additionally, the indemnity clause provides that BART, in turn, agrees to hold harmless and defend the City, its officers, agents and employees, from any legal liability for damages to property, personal injuries or death incurred as a result of any act or failure to act on the part of BART, its officers, agents and employees, in its performance of its duties under this agreement, unless such claims arise out of sole negligence on the part of the City, its officers, agents or employees.

Comments:

1. The MUNI's 1995-96 budget includes an estimated \$1,654,400 in revenues to be reimbursed by BART to MUNI for the above-noted services.
2. Mr. George Krueger, of the City Attorney's Office, advises that the proposed indemnity clause does not place the City at undue risk and that it is reasonable for the City to enter into the proposed agreement with respect to the indemnity clause.

Recommendation:

Approve the proposed resolution. Approval of the proposed indemnity clause is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

Item 16 - File 172-95-43

Department: Public Utilities Commission (PUC)

Item: Resolution approving an agreement between the City and the California Department of Fish and Game for the City's funding of one fisheries biologist position in the California Department of Fish and Game for a project connected with the Tuolumne River.

Description: The proposed resolution would approve an agreement between the City and the California Department of Fish and Game under which the City would fund \$30,000 in one-time equipment costs and \$70,000 in salary and related costs each year for ten years beginning October 1, 1995, for a fisheries biologist to be employed by the Department of Fish and Game for the Tuolumne River.

When the Federal Energy Regulatory Commission (FERC) granted an operating license for the New Don Pedro Reservoir on the Tuolumne River in the 1970s, it required, among other issues, that a review of the effects of the reservoir on the River be conducted during the first 20 years of operation in order to determine whether any changes are necessary in the operation of the reservoir to protect fisheries. According to Ms. Christiane Hayashi of the City Attorney's Office, proceedings are now pending before the FERC to determine such changes to the operating requirements of the reservoir. The City and County of San Francisco has agreements with the Turlock and Modesto Irrigation Districts, who are the owners of the reservoir, allowing the City to maintain a "water bank" in the reservoir. Under these agreements, the City could potentially be exposed to obligations under a FERC decision resulting from the review. Because of this potential exposure, the City has been negotiating with the FERC, various State agencies, other counties, environmental organizations, and other interested parties in an attempt to arrive at a Settlement Agreement on issues surrounding the reservoir.

Negotiations on a potential Settlement Agreement regarding the New Don Pedro Reservoir issues are still ongoing. However, as part of the potential settlement, the City and the State have agreed that the City would fund one fisheries biologist position which would be employed by the Department of Fish and Game as part of a recovery program for Chinook salmon in the Tuolumne River. According to Ms. Hayashi, the State would like to begin certain aspects of the Chinook salmon program now, and would like to take

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting

advantage of an opportunity to employ highly qualified personnel who are available as of October 1 for the fisheries biologist position. In the opinion of the City Attorney, it would be in the City's best interest to have a person with suitable experience and skills fill the position if the settlement agreement is ultimately adopted. For these reasons, this portion of the Settlement Agreement is being brought before the Board of Supervisors at this time. According to Ms. Hayashi, if either the City or the State decides, at any point, not to enter into the overall Settlement Agreement on the reservoir issues, the agreement to fund the fisheries biologist would be null and void, and the State Department of Fish and Game would refund all monies expended for the fisheries biologist.

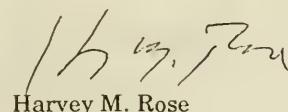
The proposed agreement with the Department of Fish and Game contains a mutual indemnification clause under which the City and the Department of Fish and Game each agree to hold each other harmless from any claims arising from the exercise of each parties' rights and obligations under this agreement. Ms. Hayashi has reviewed the proposed mutual indemnification clause and reports that it is reasonable for the City to enter into the agreement containing this clause.

Under the proposed agreement between the City and the Department of Fish and Game, the City would pay an amount of \$30,000 as one-time start up costs for the Department of Fish and Game to purchase equipment such as a personal computer and an automobile for the fisheries biologist, and an amount of \$70,000 for annual salary and related costs for the fisheries biologist each year for the next ten years, beginning with Fiscal Year 1995-96. The source of funds for these payments would be Hetch Hetchy revenues. According to Ms. Shirley Hoaglin of Hetch Hetchy Water and Power, funds for these payments have already been included in the FY 1995-96 budget for Hetch Hetchy, and would be included in future annual budgets for the Hetch Hetchy system. As noted above, if either party decides to withdraw from the overall Settlement Agreement, this portion of the agreement would be void, and Fish and Game would refund in full all monies paid by the City up to that point. The City would not be bound by the terms of this proposed subject agreement in the event that the overall Settlement Agreement is rejected by the City.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 28, 1995 Government Efficiency and Labor Committee Meeting



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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/// CALENDAR Action Table

RESCHEDULED MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

THURSDAY, SEPTEMBER 28, 1995 - 10:00 A.M. Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Ammiano - Items 1(b) and 4

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 89-95-7. [SDI Coverage, 0175 Criminal Research Assistant] Resolution authorizing enrollment of Classification 0175 into the State Disability Insurance Program. (Department of Human Resources)
 - (b) File 138-95-6. [Grant - State, Victim Witness Assistance Program] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$320,324, which include indirect costs of \$13,939.36, from the Office of Criminal Justice Planning for the "Victim Witness Assistance Program" for the twelve month period July 1, 1995 through June 30, 1996. (Also see File 138-95-3). (Supervisor Alioto)
 - (c) File 138-95-7. [Grant - State, Career Criminal Prosecution Program] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for retroactively, accept and expend grant funds in the amount of \$197,178 including indirect costs of \$9,389 made available through the California Office of Criminal Justice Planning for the operation of the Career Criminal Program for the twelve month period July 1, 1995 through June 30, 1996. (Supervisor Alioto)
 - (d) File 146-95-14. [State Grant, Pediatric Education for Paramedics] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend retroactively a grant of \$77,000, which includes indirect costs in the amount of \$7,690, based on 11.1 percent of total expenditures from the State Emergency Medical Services Authority, to provide for piloting of the Pediatric Education for Paramedics (PEP) Course, providing for ratification of action previously taken. (Supervisor Leal)

ACTION: Items (b) and (c) removed from Consent Calendar. Remainder of Consent Calendar recommended.

- b. File 138-95-6. Hearing held. Amended on page 1, lines 3 and 19, by replacing "\$320,324" with "\$323,324." Recommended as amended. New title: "Authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$323,324, which include indirect costs of \$13,939.36, from the Office of Criminal Justice Planning for the 'Victim Witness Assistance Program' for the twelve month period July 1, 1995 through June 30, 1996."
- c. File 138-95-7. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the District Attorney of the City and County of San Francisco to retroactively apply for, accept and expend grant funds in the amount of \$197,178 including indirect costs of \$9,389 made available through the California Office of Criminal Justice Planning for the operation of the Career Criminal Program for the twelve month period July 1, 1995 through June 30, 1996."

REGULAR CALENDAR

- 2. File 97-95-48. [Deferred Compensation Plan] Ordinance amending Administrative Code Section 16.326 regarding administrative costs for the deferred compensation plan. (Supervisors Shelley, Alioto)
ACTION: Hearing held. Recommended. (Supervisors Teng, Ammiano and Hallinan added as co-sponsors.)
- 3. File 228-95-4. [Unauthorized Use of Official Commission Status] Resolution urging the Mayor to inquire into the actions and activities of the Department of Building Inspection Commissioner Jamie Sanbonmatsu including but not limited to his possible violations of the Ralph M. Brown Act (California Government Code), and the unauthorized use of official Commission status to attempt to silence legitimate criticism of the Commission; urging the Mayor to take appropriate actions following the completion of his inquiry. (Supervisor Kennedy)

ACTION: Hearing held. Tabled.

- 4. File 97-95-10.1. [Credit Card and ATM Card Payments] Ordinance amending Administrative Code Section 10.11-2 by authorizing the Art Commission and Library Department to accept credit cards or automatic teller machine cards (ATM) for the payment of fees and charges. (Supervisor Migden)

ACTION: Hearing held. Recommended.

- 5. File 200-95-4. [CSAC 1995 Challenge Awards] Resolution authorizing the Department of Public Works to submit an application for the California State Association of Counties, 1995 Challenge Award for the Utility Undergrounding Program. (Supervisor Alioto)

ACTION: Hearing held. Recommended.

6. File 200-95-5. [CSAC 1995 Challenge Awards] Resolution authorizing the Department of Public Works to submit an application for the California State Association of Counties, 1995 Challenge Award for Department's Street Tree Planting Program. (Supervisors Shelley, Alioto)

ACTION: Hearing held. Recommended.

7. File 101-95-2.2. [Mandatory Rent Payment Program Reserve] Ordinance amending the Annual Appropriation Ordinance by amending Section 33 of the Administrative Provisions regarding the administration of the Mandatory Direct Rent Payment Program. (Supervisors Ammiano, Teng, Alioto)

ACTION: Hearing held. Amended. (See file for details.) Recommended as amended. (To Board as a Committee Report for consideration on October 2, 1995.)

8. File 172-95-44. [Catholic Charities Mandatory Direct Rent Program] Resolution urging the amendment of the contract between the Department of Social Services and Catholic Charities regarding the administration of the Mandatory Direct Rent Payment Program to reflect the requirements of Section 33 of the administrative provisions of the Annual Appropriation Ordinance. (Supervisors Ammiano, Teng, Alioto)

ACTION: Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Urging the amendment of the contract between the Department of Social Services and Catholic Charities regarding the administration of the Mandatory Direct Rent Payment Program to reflect the requirements of Section 33 of the administrative provisions of the Annual Appropriation Ordinance, or the termination of the contract." (To Board as a Committee Report for consideration on October 2, 1995.)

9. File 25-95-26. [Prop J Contract, Shelter and Intake Services] Resolution concurring with the Controller's certification that intake and shelter services to status offenders can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Juvenile Probation Department) (Consideration continued from 9/12/95)

ACTION: Amended. (See file for details.) Recommended as amended. New title: "Concurring, retroactively, with the Controller's certification that intake and shelter services to status offenders can be practically performed by private contractor for lower cost than similar work services performed by City and County employees."

10. File 64-95-7. [Lease of Property at 1390 Market Street] Resolution authorizing the lease of real property at Fox Plaza, 1390 Market Street, for the City Attorney. (Real Estate Department)

ACTION: Hearing held. Recommended.

11. File 65-95-10. [Lease Modification, Port/HHC Investments, Ltd.] Ordinance approving second amendment to ground lease between the Port of San Francisco and HHC Investments, Limited, located at Montgomery and Francisco Streets. (Port)

ACTION: Hearing held. Recommended.

12. File 65-95-11. [Lease, Water Dept./San Antonio Center Associates] Ordinance authorizing and approving a negotiated forty-year lease with San Antonio Center Associates, a California Limited Partnership, of certain City-owned land under the jurisdiction of the San Francisco Water Department, located within the San Antonio Center between San Antonio Avenue and Showers Lane in the City of Mountain View, County of Santa Clara, without competitive bidding; and ratifying previous action. (Public Utilities Commission)

ACTION: Recommended.

13. File 97-95-50. [Professional Membership, Various Organizations] Ordinance amending Administrative Code by amending Section 16.6-5, to authorize the Public Utilities Commission, and departments thereunder, to join various organizations. (Public Utilities Commission)

ACTION: Recommended.

14. File 97-95-52. [Implementing Pesticide Regulations] Ordinance amending Administrative Code Section 1.13-3 to authorize the President of the Board of Supervisors to execute an annual contract between the California Department of Pesticide Regulation and the Board of Supervisors of the City and County for the computer entry of the monthly summary pesticide use reports submitted to the San Francisco Agricultural Commissioner's Office by commercial pesticide applicators in San Francisco. (Department of Agriculture Commissioner/Director of Weights and Measures)

ACTION: Consideration continued to October 12, 1995, rescheduled meeting.

15. File 172-95-42. [1994-95 Transfer Payment from BART to MUNI] Resolution approving an agreement between the City and County of San Francisco and the Bay Area Rapid Transit District authorizing payment to San Francisco Municipal Railway for transfer trips provided in 1994-95. (Also see File 172-95-31.) (Public Transportation Commission)

ACTION: Hearing held. Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may convene in closed session to confer with and receive advice from the City Attorney's Office on the following item (File 172-95-43) on the grounds that significant exposure to litigation exists pursuant to Government Code Section 54956.9 and that discussion of the matter in open session would prejudice the position of the City.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations regarding this matter and may move not to disclose any information at this time.

16. File 172-95-43. [Tuolumne River Biologist Contract] Resolution approving the agreement with the California Department of Fish and Game for the funding of a fisheries biologist position for the Tuolumne River on the Department of Fish and Game staff. (Public Utilities Commission)

ACTION: Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

17. File 45-95-36. [Settlement of Litigation, Miscellaneous Employees] Ordinance authorizing the settlement of wage freeze litigation covering miscellaneous employees during fiscal years 1993-1994 and 1994-1995. (Superior Court Nos. 953-407, 961-366, 961-484, 961-485, and 961-172.) (City Attorney)
(Consideration continued from 9/12/95)

ACTION: Consideration continued to October 12, 1995, rescheduled meeting.

18. File 45-95-39. [Settlement of Litigation, Ericsson Inc.] Ordinance authorizing settlement of litigation entitled "Ericsson Inc., fka Ericsson Ge Mobile Communications, Inc. vs. City and County of San Francisco, and Motorola Communications & Electronics, Inc.," pursuant to Amended Preliminary Injunction. (U.S. District Court Case No. C94-4221 VRW.) (City Attorney)

ACTION: Recommended.

19. File 46-95-6. [CCSF v. William Warmack, Et Al.] Ordinance authorizing settlement of litigation of City and County of San Francisco against William H. Warmack and Vincent J. Scotto III by accepting consideration in the total amount of \$17,000 payable in cash and releasing said parties only from further liability. (Superior Court No. 962012.) (Office of the Treasurer/Tax Collector)

ACTION: Consideration continued to October 12, 1995, rescheduled meeting.

20. File 46-95-7. [CCSF v. Tony Sheehan, Et Al.] Ordinance authorizing settlement of litigation of City and County of San Francisco v. Tony Sheehan Et Al. and the City's purchase of Assessor's Block 2949A, Lot 76, for open space for \$525,000. (Superior Court No. 963-722.) (Also see Files 168-94-2 & 168-94-2.1.) (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

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BOARD of SUPERVISORS

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NOTICE OF RESCHEDULED MEETING

111
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Government Efficiency and Labor Committee for Tuesday, October 10, 1995, at 1:00 p.m., has been rescheduled to Thursday, October 12, 1995, at 1:00 p.m., in Room 410, Veterans Building, 401 Van Ness Avenue, San Francisco, California.

Jean C. Lum
JEAN C. LUM
Acting Clerk of the Board

POSTED: OCTOBER 3, 1995

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

October 10, 1995

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SAN FRANCISCO
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Office of the Controller**Item:** Resolution authorizing enrollment of classification 1690 Internal Audit Director in the State Disability and Insurance Program.**Description:** The proposed resolution would authorize enrollment of Classification 1690 Internal Audit Director in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Classification No.</u>	<u>Position</u>	<u>Number of Employees</u>
1690	Internal Audit Director	1

The above noted employee works for the Office of the Controller. The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the sole incumbent, representing a majority, in the 1690 Internal Audit Director classification.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 89-95-9

Department: Department of Human Resources
Employee Relations Division

Item: Resolution authorizing enrollment of classification 1281 Employee Relations Representative in the State Disability and Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 1281 Employee Relations Representative in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Classification No.</u>	<u>Position</u>	<u>Number of Employees</u>
1281	Employee Relations Rep.	1

The above noted employee works for the Employee Relations Division of the Department of Human Resources. The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the sole incumbent, representing a majority, in the 1281 Employee Relations Representative classification.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 143-95-4

Department: Police Department (SFPD)

Item: Resolution authorizing the Chief of Police to apply for, accept and expend grant funds in the amount of \$100,000, which includes indirect costs of \$6,500 based on 5% of the total grant award, for new funding for a project entitled "Suppression of Drug Abuse in Schools Program" and agreeing to provide a 30% cash match in the amount of \$30,000.

Grant Amount: \$97,140 (See Comment No. 1)

Grant Period: September 1, 1995 through August 31, 1996

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Suppression of Drug Abuse in Schools Program

Description: The proposed grant funds would be used by the Police Department to enhance drug prevention education at the elementary and middle school levels in target Enterprise Zone schools. The Enterprise Zones, as defined by the SFPD, are areas of San Francisco that have large inner-city student populations at high risk for drug involvement. The Enterprise Zone areas include Bayview Hunters Point/South Bayshore, Chinatown, the Haight Ashbury, the Mission, Mission Bay Project area, Potrero Hill, South of Market, the Tenderloin, and the Western Addition. In addition to teaching drug prevention lessons to students, the Suppression of Drug Abuse in Schools Program will also offer drug information and parenting workshops to the parents/guardians of students in the Enterprise Zone areas. Police Officers selected for the program will work on an overtime basis, in addition to their regular shifts.

Budget:

Overtime

Q2 Patrol Officers (1,627 hrs @ \$37.27/hr)	\$ 60,638
Q50 Sergeants (410.75 hrs @ \$43.20/hr)	<u>17,745</u>
Total Overtime	\$ 78,383

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Contract Services *

Knox & Associates (11 parent workshops @ \$480/per workshop)	\$ 5,280
National Council on Alcoholism (260 peer support groups @ \$80/per group)	20,800
Corinne Communications (20 drug suppression sessions @ \$200/per session)	4,000
Corinne Communications (56 parent-youth workshops @ \$135/per workshop)	<u>7,560</u>
Total Contract Services	\$ 37,640

Operating Expenses

Audit Costs	\$ 1,300
Travel	<u>2,645</u>
Total Operating Expenses	3,945
Indirect Costs	<u>6,314</u>
Total Project Costs:	<u>\$126,282</u>

* Knox & Associates is an MBE firm, Corinne Communications is an MBE and WBE firm, and the National Council on Alcoholism is a non-profit organization.

Required Match: \$29,142 cash match which has been included in the Other Non-Personal Services account of the SFPD Investigation Program's FY 1995-96 budget.

Indirect Costs: \$6,314 based on 5% of total project costs of \$126,282.

Comments:

1. According to Ms. Colleen Fatooh of the SFPD, the proposed OCJP grant amount has decreased from \$100,000 to \$97,140, thereby requiring a 30% cash match in the amount of \$29,142 instead of \$30,000. Indirect costs, based on 5% of total project costs, have decreased from \$6,500 to \$6,314. As such, the proposed resolution should be amended to reflect these revised amounts.
2. Ms. Fatooh advises that the proposed grant funds were received in September of 1995, and that expenses have been incurred against the proposed grant. As such, the proposed resolution should be amended to authorize the Department to apply for, accept and expend the proposed grant funds retroactively.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

3. The Summary of Grant Request, as prepared by the Police Department, is attached.

4. The SFPD has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendations:

1. Amend the proposed resolution to reflect: a) the revised grant amount of \$97,140, b) the revised cash match amount of \$29,142, and c) the revised indirect cost amount of \$6,314.
2. Amend the proposed resolution to authorize the Department to apply for, accept and expend the proposed grant funds retroactively.
3. Approve the proposed resolution, as amended.

Summary of Grant Request

Item No. _____

Grantor Office of Criminal Justice Planning

Contact Person _____

Address 1130 K Street, Suite 300Sacramento, Ca. 95814Amount Requested \$97,140Term: From 09/01/95 To 08/31/96

Health Commission _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ \$97,140 from the period of 9/01/95 to 08/31/96 to provide Suppression of drug activity in schools services.

II. Summary: (Concerns/history; need addressed; number + groups served; services and providers)

This program offers prevention, intervention, and suppression services to the targeted 17 elementary and 13 middle schools. Officers will be present on each of the 30 school campuses to instruct, monitor and suppress activities related to the issues of drugs and children. Workshops will be provided for parents and youth. Training will be conducted for school personnel.

III. Outcomes/Objectives:

To decrease the number of drug arrests on or around the targeted school campuses, to increase student, parent, faculty awareness of the hazards of drug use.

IV. Effects of Reduction or Termination of These Funds:

Drug use will continue unabated in the schools targeted and in the areas surrounding them.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Reg. Match</u>	<u>Approved by</u>
Grant Amount	<u>100,000</u>	<u>100,000</u>	<u>97,140</u>		<u>29,142</u>	
Personnel	<u>47,380</u>	<u>51,753</u>	<u>58,838</u>		<u>19,545</u>	
Equipment	<u>0</u>	<u>0</u>				
Contract Svc.	<u>43,247</u>	<u>40,083</u>	<u>31,988</u>		<u>9,597</u>	
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs	<u>7,297</u>	<u>7,247</u>	<u>6,314</u>			

VI. Data Processing

(comes included above)

VII. Personnel

F/T CSC		<u>213</u>			
P/T CSC					
Contractual		<u>12</u>			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Employees would be retained if funding became available from another source.

City employees perform services on an overtime basis.

•VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1d - File 146-95-15

Department: Department of Public Health (DPH)
AIDS Office

Item: Authorizing the Department of Public Health, AIDS Office, to accept and expend contractual funding in the amount of \$455,296, which includes indirect costs of \$60,026 based on 25% of salaries, from the California Public Health Foundation Enterprises, Inc. to continue to provide research services for HIV vaccine preparedness studies.

Grant Amount: \$455,296

Grant Period: November 1, 1995 through October 31, 1996

Source of Funds: California Public Health Foundation Enterprises, Inc. (CPHFE)

Project: Research services for three-year HIV Vaccine Preparedness Studies.

Description: In September of 1994, the Board of Supervisors amended Chapter 19A of the Administrative Code to authorize DPH, with the approval of the Board of Supervisors, to enter into contractual agreements with the California Public Health Foundation Enterprises, Inc. (CPHFE) (File 97-94-56). The CPHFE is a non-profit organization that administers Federal National Institute of Health (NIH) grant funds for the NIH HIV Vaccine Preparedness Studies. According to Mr. Tim Piland of the AIDS Office, the NIH allocates the grant funds directly to CPHFE, as opposed to the City, because CPHFE has the specific expertise to provide the extensive and detailed administrative oversight connected with this grant. CPHFE contracts with the DPH AIDS Office to carry out the research.

In October of 1994, the Board of Supervisors approved legislation which authorized the AIDS Office to accept and expend contractual funding from CPHFE, in order to begin research for the first year of the NIH's three-year HIV Vaccine Preparedness Studies (File 146-94-25). Attachment 1, provided by DPH, describes the research goals of the three-year HIV Vaccine Preparedness Studies.

Approval of the proposed resolution would authorize the AIDS Office to accept and expend contractual funding from CPHFE, in order to carry out the second year of NIH's three year HIV Vaccine Preparedness Studies.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Supervising Senior Physician Specialist	.30	\$32,015
	Principal Disease Control Investigator	.25	13,399
	Disease Control Investigator	3.75	149,938
	Secretary I	.50	14,902
	MIS Technician II	.60	18,058
	Public Service Aide	.50	<u>11,790</u>
	Subtotal Salaries	5.90	\$240,102
	Fringe Benefits		<u>66,628</u>
	Subtotal Personnel		\$306,730
	<u>Operating Expenses</u>		
	Rent		\$23,179
	Telephone, local long distance voice mail service		24,381
	Photocopying/Reproduction		3,780
	Computer Maintenance		2,000
	HIV Antibody Tests (1,600 participants, or \$22 per test)		<u>35,200</u>
	Subtotal Operating Expenses		\$88,540
	<u>Indirect Costs</u>		
	Total		<u>60,026</u>
			\$455,296
Required Match:	None.		
Indirect Costs:	\$60,026 (25% of salaries)		
Comments:	1. Attachment 2 is a Summary of Grant Request form, as prepared by the AIDS Office, for the proposed grant funds.		
	2. The AIDS Office has prepared a Disability Access Checklist for the proposed research services, which is on file with the Clerk of the Board's Office.		
Recommendation:	Approve the proposed resolution.		

BOARD OF SUPERVISORS
BUDGET ANALYST

HIV VACCINE PREPAREDNESS STUDY

The following are the research goals for this study: 1) To determine the incidence of HIV infection among sexually active homosexual and bisexual men. 2) To evaluate the relationship of specific biological and behavioral risk factors to HIV seroconversion among sexually active homosexual and bisexual men. 3) To evaluate the potential for recruitment and follow-up of sexually active HIV-uninfected gay men in vaccine trial cohort studies. 4) To identify special cultural, psychological, or social factors that may predict risk for seroconversion and willingness to participate in future vaccine efficacy trials. 5) Identification of men with newly acquired HIV infection to assist in the isolation and identification of recently transmitted HIV viral strains. 6) Development and assessment of educational programs for potential participants in Phase III prophylactic HIV vaccine trials.

This study plans to enroll 750 high-risk seronegative volunteers from the estimated 32,000 HIV negative men who have sex with men in San Francisco. These study participants will be interviewed and tested for HIV antibodies every three months for the duration of the study. The enrollees will be recruited from the following venues: San Francisco City STD Clinic, street and club outreach, participant referral or snowballing, and advertising. Every attempt will be made to recruit a sample that reflects the age and ethnicity of the gay community in San Francisco. This office plans to recruit and enroll this study sample within 3 months of the effective award of this subcontract.

California Public Health
 Grantor: Foundation Enterprise, Inc.
 Contact Person: Richard Midgely
 Address: 13200 Crossroads Parkway N #135
 City of Industry, CA 91746
 Amount Requested: \$ 455,296
 Term: From 11/1/95 To 10/31/96

Attachment 2
 Division: Community Health Services
 Section: AIDS Office / 431-7154
 Contact Person: Tim Piland Paul O'Mall
 Telephone: 554-9132 554-9072
 Application Deadline: n/a
 Notification Expected: n/a

I. Item Description: Request to apply for (accept and expend) a (new) (continuation) (modification)
 (Circle or
 Underline) (organization or) grant in the amount of \$ 455,296 from the period of
 11/1/95 to 10/31/96 to provide continued
 research activities for AIDS Vaccine Preparedness Studies service.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

Purposes: Evaluate the potential for recruiting sexually active HIV negative gay men in vaccine trial cohort studies; Funding year: Second of three; Target population: 750 high-risk seronegative gay males; Services: Develop and assess educational program for potential clients to participate in Phase III prophylactic HIV vaccine trials; Providers: SFDPH AIDS Office research staff. [see Attachment]

III. Outcomes/Objectives:

Please see Attachment.

IV. Effects of Reduction or Termination of These Funds:

This is the second of three proposed funding periods; failure to accept and expend these funds would severely impair our research efforts and jeopardize further AIDS research funding in this area of investigation.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount	558,286	455,296	-102,990	none		
Personnel	324,424	306,730	- 17,694	.		
Equipment	9,903	0	- 9,903			
*Contract Svc./Lab	MOU	50,776	35,200	- 15,576		
Mat. & Supp.		0	0	0		
Facilities/Space	25,953	23,179	- 2,774			
Other	80,750	30,161	- 50,589			
Indirect Costs	66,480	60,026	- 6,454			

VI. Data Processing

(costs included above)	9,903	0	- 9,903		
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VII. Personnel

F/T Civil Service	6.45	5.9	-0.55		
P/T Civil Service	0	0	0		
Contractual	0	0	0		

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 None.

Will grant funded employees be retained after this grant terminates? If so, How?
 No.

*VIII. Contractual Services: Open Bid none Sole Source none (if sole source, attach Request for Exemption For

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 1e - File 146-95-16

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services to retroactively apply for a grant of \$293,077 from the State Department of Health Services to develop an Immunization Information Reminder System; providing for ratification of action previously taken and waiving indirect costs.

Grant Amount: \$321,844 (See Comment No. 1)

Grant Period: January 1, 1996 through December 31, 1996

Source of Funds: State Department of Health Services

Project: Immunization Information Reminder System (IIRS)

Description: The proposed resolution would authorize the DPH Community Public Health Services (CPHS) to retroactively apply for a grant from the California Department of Health Services to provide for the development of the Immunization Information Reminder System (IIRS) for the residents of San Francisco. The IIRS project would involve the development of an immunization registry that would enable health care providers to access immunization histories in order to administer needed immunizations and send reminder notices to patients who have not had all the necessary immunizations. The proposed grant funds will be used to conduct an immunization information pilot program at DPH health centers. The initial target group for the IIRS Project will be children less than 5 years of age cared for at nine IIRS pilot sites which are: Potrero Hill Health Center, Southeast Health Center, SFGH Pediatric Clinic, SFGH Family Health Center, and the five District Health Centers. The ultimate target group will be all residents of San Francisco.

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Budget: The DPH has provided the following preliminary budget for the IIRS project:

<u>Personnel</u>	<u>FTE</u>	
Project Coordinator	1.0	\$ 53,322
MIS Specialist	1.0	44,970
Public Service Aide	1.0	23,229
Public Service Aide	.5	11,614
Clerk/Typist	.5	<u>14,342</u>
Subtotal:	4.0	\$147,477
Fringe Benefits		<u>39,636</u>
Total Personnel:		\$187,113

Computers

Desktop Computers (22 @ \$2,984.45)	\$ 65,658
Laptop Computer	4,930
Label Printers (11 @ \$1,443.64)	15,880
Desktop Printers (4 @ \$1,772.16)	7,089
Bar Code Scanners (21 @ \$1,031.02)	21,651
Decoder/Wedges (19 @ \$337.51)	<u>6,413</u>
Total Computers:	121,621

Telecommunications/Mail

Telephones	\$ 1,260
Postage	<u>1,000</u>
Total Telecommunications/Mail	2,260

Supplies

Office Furniture (3 workstations @ \$1,500)	\$ 4,500
Office Supplies	1,000
Computer Supplies	2,000
Copying	<u>350</u>
Total Supplies:	7,850

Travel

Department of Health Services Registry Meeting	\$ 400
National Immunization Meeting	2,000
Fast Passes (\$35 month x 6 months x 2 Public Service Aides)	420
Local Travel by Staff	<u>180</u>
Total Travel:	<u>3,000</u>

TOTAL GRANT BUDGET:

\$321,844

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BUDGET ANALYST

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October 12, 1995 Government Efficiency and Labor Committee Meeting

Required Match: None

Indirect Costs: None - Grantor does not allow for the provision of indirect costs.

Comments: 1. According to Ms. Diane Portnoy of the DPH, the final grant application amount for the IIRS project is \$321,844 and not \$293,077. As such, the proposed resolution should be amended to reflect this finalized amount.

2. According to Ms. Portnoy, out of the 23 computers listed in the IIRS budget, 1 laptop computer and 4 desktop computers are to be used by program staff, while the remaining 18 desktop computers are to be evenly divided among nine IIRS pilot sites which include Potrero Hill Health Center, Southeast Health Center, SFGH Pediatric Clinic, SFGH Family Health Center, and the five District Health Centers.

3. The DPH reports that two Public Service Aides will each be provided with a fast pass in order to travel to nine pilot sites and enter immunization data of clients cared for at the various pilot sites. The data entry is expected to be completed within a 6 month period.

4. The DPH reports that if the proposed grant funds were reduced, the project staff would be reduced accordingly.

5. The DPH reports that the application for the proposed grant funds was submitted in September of 1995. As such, the proposed resolution authorizes the Department to apply for the proposed grant funds retroactively.

6. Ms. Portnoy advises that the DPH intends to submit a proposal for the purchase of the computer equipment to the Electronic Information Processing Steering Committee (EIPSC) for formal approval. The DPH will notify the Board of Supervisors of EISPC's decision when the Department submits legislation to accept and expend the grant funds.

7. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

8. The DPH has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Memo to Government Efficiency and Labor Committee
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9. The DPH reports that a finalized detailed budget will be submitted to the Board of Supervisors when the DPH submits legislation to accept and expend the grant.

Recommendation: 1. Amend the proposed resolution to reflect the revised grant amount of \$321,844 instead of \$293,077.

2. Approve the proposed resolution, as amended.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 6/97/94

Immunizati Branch California
 Grantor: Department of Health Services
 Contact Person: Loring Dales, M.D.
 Address: 2151 Berkeley Way, Room 712
 Berkeley, CA 94704
 Amount Requested: \$321,844
 Term: From 1/1/96 To 12/31/96

Division: AS

Section Bureau of Epidemiology & Disease Cont
 Contact Person: Frances Taylor, M.D., M.P.H.
 Telephone: (415) 554-2833
 Application Deadline: 9/15/95
 Notification Expected: 11/1/95

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
 (Circle or Underline) (augmentation to a) grant in the amount of \$321,844 from the period of
 1/1/96 to 12/31/96 to provide for the development of an immunization information and reminder system.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose is to develop an immunization registry. This will enable health care providers to access immunization histories in order to deliver needed immunizations and send reminder notices to patients who are missing immunizations. In the first year a pilot program will be developed at the SFDPH health centers and SFGH. The state DHS expects to continue funding beyond the first year. If funding continues, the system will be adapted for use throughout San Francisco. The initial group is all children less than 5 years of age cared for at the pilot sites. The ultimate target group is all residents of San Francisco.

III. Outcomes/Objectives:
 To improve immunization rates in San Francisco; to improve the ability of the Public Health Department to assess immunization rates and design additional measures to improve them.

IV. Effects of Reduction or Termination of These Funds:

N/A

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved By
Grant Amount			321,844			
Personnel			187,113			
Equipment			121,621			
*Contract Svc.			N/A			
Mat. & Supp.			10,110			
Facilities/Space			N/A			
Other			3,000			
Indirect Costs			N/A			

VI. Data Processing

(costs included above)

		121,621			
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VII. Personnel:

F/T Civil Service		3.5			
P/T Civil Service		0.5			
Contractual					

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 2 - File 169-95-2

Department: Art Commission

Item: Resolution designating three temporary selling spaces on the west side of Stockton Street at O'Farrell Street, for a six month period, for street artists certified by the Art Commission; and holding harmless any building owner adjacent to said street artist spaces.

Description: In November of 1975, San Francisco voters adopted the Street Artist Ordinance which authorizes the Board of Supervisors, by resolution, to designate selling spaces where any street artists or craftspersons certified by the Art Commission can sell their products.

The proposed resolution would authorize the Board of Supervisors to designate three temporary selling spaces on the west side of Stockton Street at O'Farrell Street, for a six month period, for street artists certified by the Art Commission. The Art Commission reports that these three selling places are being requested to compensate for the temporary loss of six year-round selling spaces on the east side of Stockton Street at Post Street, due to construction.

The Art Commission advises that four public hearings were held on the proposed three temporary selling spaces. Mr. Howard Lazar, Director, of the Street Artists Program, under the Art Commission, stated that, during the course of the public hearings, representatives of the Union Square Association and downtown merchants, in the immediate vicinity of the proposed three temporary selling spaces, expressed opposition to the proposed three temporary selling spaces citing the potential obstruction of the sidewalk and potential competition between the street artists and merchants. The attached memorandum provided by Mr. Lazar addresses these issues.

The proposed legislation contains a hold harmless clause which states that "the owners and management of any building adjacent to the above designated spaces shall be held harmless in the event of any litigation resulting from the designation of these spaces". Mr. Lazar advises that reference to the hold harmless clause contained in the title and body of the proposed legislation should be deleted based on the City Attorney's Letter Opinion No. 74-107 which states that if a member of the general public is injured because of conditions created by a Street Artist on the public sidewalk and the conditions are solely created by the Street

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Artist and are not attributable to any fault on the part of the adjacent landowner, the landowner would not be exposed to any liability by reason of the conditions so created. As such, the proposed legislation should be amended to delete reference to the hold harmless clause from the title and the body of the proposed legislation, according to Mr. Lazar.

Comment: Mr. Lazar reports that there are currently 400 active Street Artists. Mr. Lazar advises that the annual certificate fee for Street Artists is \$350. Mr. Lazar states that approximately \$135,000 in certificate fee revenues were generated in FY 1994-95.

Recommendations: 1. Based on the representations of Mr. Lazar, amend the proposed resolution to delete reference to the hold harmless clause in the title and the body of the proposed resolution.

2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.



SAN FRANCISCO ART COMMISSION

Attachment
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September 12, 1995

The Honorable Terence Hallinan
 Board of Supervisors
 401 Van Ness Avenue, Room 308
 San Francisco, CA 94102

PROGRAMS
 CIVIC ART COLLECTION
 CIVIC DESIGN REVIEW
 COMMUNITY ARTS
 & EDUCATION
 CULTURAL EQUITY GRANTS
 GALLERY
 PS SYMPHONY CONCERTS
 PUBLIC ART
 STREET ARTISTS LICENSES
 SUITE 70
 415.252.2581

Attention: Mr. Andy Ilves

Re: Designation of three street artist spaces on Stockton Street, west side, at O'Farrell Street for temporary six-month period

Dear Supervisor Hallinan:

After conducting four public hearings (January 11, February 8, August 9, September 11) on a street artist request, the full Art Commission yesterday voted to request the Board of Supervisors for designation of three (3) street artist selling spaces on Stockton Street, west side, at O'Farrell Street, for a temporary six-month trial period.

The representatives of twenty-five downtown merchant and building owners associations and stores were notified to attend the three committee hearings on the item. Of these, Mr. Edward Lawson, Executive Director of Union Square Association, and Ms. Ellen Kovak and Mr. Peter Moylan of Cushman, Wakefield, Inc., representing The Limited building, appeared and opposed the request, citing a potential obstruction of the sidewalk by the proposed artists' displays and to business competition between the artists and the store merchants.

It was, however, shown (see enclosed map drawn by staff) that the proposed three spaces would meet all of the fire and safety regulations in the street artist ordinance (Section 2405, Ord. 41-83) - in fact, they would permit a pedestrian passageway of ten feet six inches, a half foot more than the law requires; and the proposed space nearest a standpipe would be forty-two and a half feet away from the standpipe, thirty-five feet more than the law requires.

In addition, the artists testified that illegal (non-licensed) vendors had used the proposed area of Stockton Street regularly until the Art Commission's Street Artists Program hired off-duty Police officers to cite and confiscate the merchandise of such vendors, and that this enforcement paid for by the street artists' license fees has made a sizeable dent in the enforcement problems downtown during the past three Christmas seasons. The artists also expressed their desire for the three spaces as a reciprocal measure for the loss of six prime spaces further up Stockton Street due to

CITY AND COUNTY OF
SAN FRANCISCO

Attachment
Page 2 of 2

The Honorable Terence Hallinan - September 12, 1995 Page 2

re-construction of the building formerly housing Dunhill's, and the loss of three prime spaces on Post Street, at Stockton, when Tiffany Co. re-constructed the entranceway to the former Qantas building.

For these reasons, we respectfully request that you please introduce this matter to the Board of Supervisors for a review by the Housing and Land Use Committee. Please find the enclosed legislative draft designating the spaces for a six-month period.

Also please find enclosed the list of merchants and building owner associations and stores who were notified for the Commission's hearings.

Sincerely,

Howard Lazar

Howard Lazar
Director
Street Artists Program

Enclosures

- map
- legislative draft
- list of merchants/building owners

cc: Mr. John L. Taylor, Clerk of the Board

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 3 - File 97-95-52

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 28, 1995.

Department: Department of Agriculture and Weights and Measures

Item: Ordinance amending Section 1.13-3 of the Administrative Code to authorize the President of the Board of Supervisors to execute an annual contract between the California Department of Pesticide Regulation and the Board of Supervisors.

Description: Currently, the President of the Board of Supervisors executes an annual contract between the State Department of Pesticide Regulations and the Board of Supervisors which provides that (1) the Department of Agriculture and Weights and Measures will inspect and enforce State pesticide regulations, and (2) the State will pay the City for providing these services.

The proposed ordinance would amend the Administrative Code to authorize the President of the Board of Supervisors to execute a second annual contract between the Board of Supervisors and the State Department of Pesticide Regulations. The second contract would provide that (1) the Department of Agriculture and Weights and Measures would provide the State Department of Pesticide Regulations with computerized monthly Summary Pesticide Use Reports, and (2) the State would reimburse the City for the cost of the data entry associated with the monthly Summary Pesticide Use Reports. A Summary Pesticide Use Report is a monthly report documenting the amount of pesticides used monthly by commercial pesticide applicators in the County.

Mr. David Frieders, of the Department of Agriculture and Weights and Measures advises that the State does not reimburse counties for the costs of preparing monthly manual Summary Pesticide Use Reports, or require a contract between the State and a county for the provision of manual reports. Mr. Frieders advises that the City has been providing such manual reports to the State since approximately 1975. Beginning July 1, 1995, the Department's reports have been computer generated. However, according to Mr. Frieders, in order to be reimbursed for the costs associated with providing the computerized reports, including data entry, the Board of Supervisors is required to enter into a contract with the State Department of Pesticide Regulations.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Mr. Frieders advises that the proposed annual contract would generate approximately \$1,500 per year in reimbursements which would accrue to the General Fund. Mr. Frieders advises that these reimbursements will be sufficient to cover the Department's costs associated with providing such computerized reports.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Meeting

Item 4 - File 23-95-6

Department: Controller's Office

Item: Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco, in the amount of \$1,070.57, a legal obligation of the City and County of San Francisco.

Description: According to Section 10.182 of the Administrative Code, a warrant issued by the City becomes void one year from the date issued. The payee of the warrant may present the warrant to the Controller for payment, up to three years from the date it was rendered invalid or four years from the original date. After that point, the Controller may no longer pay such a warrant because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive the statute of limitations and would authorize the Controller's Office to replace warrants issued to 1) Mr. Mark Bradshaw, 2) Mr. Charles Brown, 3) Ms. Mary B. Monk, and 4) Ms. Pilar Sabalvaro, in the following amounts:

<u>Payee</u>	<u>Warrant No.</u>	<u>Date Issued</u>	<u>Amount</u>	<u>Issuing Department</u>
Bradshaw, Mark	550-2811059	12/01/89	\$128.00	Employee's Retirement Syst., Worker's Comp. Division (Division now in Dept. of Human Resources)
Brown, Charles	516-1415697	10/14/86	202.57	Adult Probation Dept.
Monk, Mary B.	550-2827143	01/08/90	444.00	Health Service System
Sabalvaro, Pilar Q.	550-2309881	07/14/87	<u>296.00</u>	Health Service System
		Total	\$1,070.57	

Comments:

1. According to Mr. Honorato Layug of the Controller's Office, each of the above listed warrants were reported as either lost, misplaced, or destroyed, and were never cashed by the payees. As such, these warrants were cancelled by the Controller's Office.
2. Mr. Layug advises that there are sufficient funds in the Warrants Account of the FY 1995-96 General City Responsibilities Budget to replace the subject warrants.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Items 5 and 6 - Files 61-95-2 and 61-95-3

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Items: Item 5, File 61-95-2 - Resolution granting an extension of time for awarding Municipal Railway Contract MR-1157 - Muni Operator Restrooms.

Item 6, File 61-95-3 - Resolution granting an extension of time for awarding Municipal Railway Contract MR-1158R - MUNI Metro System, Rail Replacement Program.

Description: Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days (for a total of 60 days) if required for implementation of affirmative action goals under Chapter 12B of the Administrative Code.

File 61-95-2

The proposed resolution would grant the PTC an extension of time to award MUNI Contract MR-1157 - Muni Operator Restrooms in the amount of \$800,000 to the lowest responsive bidder, San Luis Gonzaga Construction Inc., an MBE firm. Mr. Arnold Baker of the PTC reports that due to the time required by the staff of the PTC to review and evaluate the bid documents, with respect to affirmative action goals, the contract was not awarded to San Luis Gonzaga Construction, Inc. within 60 days. According to Mr. Baker, San Luis Gonzaga Construction was the third lowest bidder. Mr. Baker advises that Cuevas & Mannion the lowest bidder and A. Ruiz Construction, Inc, the second lowest bidder were determined to be non-responsive because (1) they did not meet the MBE/WBE subcontractor participation goals established by the Human Rights Commission (HRC) and (2) failed to show good faith efforts with respect to meeting such goals. Cuevas & Mannion and A. Ruiz Construction are both MBE firms.

File 61-95-3

The proposed resolution would grant an extension of time for awarding Municipal Railway Contract MR-1158R - MUNI Metro System Rail Replacement Program, in the amount of \$3,063,600 to the lowest responsive bidder Homer J. Olson. Homer J. Olson is neither an MBE or a WBE firm. Mr. Ken

Memo to Government Efficiency and Labor Committee
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Jew of the PTC advises that Homer J. Olson was the second lowest bidder. According to Mr. Jew, the lowest bidder, S & W Engineering Construction, Inc. was disqualified following a bid protest submitted by Homer J. Olson against S & W Engineering Construction. S & W Engineering is neither an MBE or a WBE firm. Mr. Jew advises that Homer J. Olson's bid protest was based on a finding by the Public Utilities Commission (PUC), in June of 1994, that involved the firm of Stacy & Witbeck. The PUC found that Stacy & Witbeck had knowingly and intentionally submitted a false claim to the City. Based on this finding, the PUC formally excluded Stacy & Witbeck, and/or any enterprise that has substantially similar officers, directors, owners and/or principals as Stacy & Witbeck, from bidding on any contract for a five-year period. According to Mr. Jew, the City Attorney's Office determined that S & W Engineering Construction appears to have substantially the same officers, directors, owners and/or principals as Stacy & Witbeck, and thus should be excluded from bidding on the subject contract pursuant to the PUC's finding. As a result, Mr. Jew reports that the contract could not be awarded to Homer J. Olson within the required 60 day time period due to the time required by the City Attorney's Office to review Homer J. Olson's bid protest.

Comment:

The PTC advises that the Muni Operator Restroom Project involves constructing Muni operator restrooms at eight separate locations in the City. The PTC's estimated total cost of this project is \$1.3 million, and the source of funds are Transportation Sales Tax funds and State and Federal funds. The PTC reports that the MUNI Metro System Rail Replacement Program involves reconstructing the rail at three intersections in the City which are part of the N-Judah line and M-Oceanview line. The PTC's estimated total cost of this project is \$3.7 million, and the source of funds are State and Federal funds.

Recommendation: Approve the proposed resolutions.

Memo to Government Efficiency and Labor Committee
October 10, 1995 Government Efficiency and Labor Committee Meeting

Item 7 - File 63-95-1

Department: Real Estate Department
Department of Parking and Traffic

Item: Ordinance approving a new lease of cellular transmitter space in the City-owned Vallejo Garage to GTE Mobilnet.

Location: Vallejo Garage, 766 Vallejo Street

Purpose of Lease: Installation of a cellular telephone transmitter.

Lessor: City and County of San Francisco

Lessee: GTE Mobilnet

No. of Sq. Ft. and Cost Per Month: 189 square feet, at a rental rate of \$1,500 per month, or approximately \$7.94 per square foot per month.

Annual Cost: \$18,000

% Change from 1994-95: Not applicable

Term of Lease: From approximately November 1, 1995 to November 1, 2000, a period of five years.

Utilities and Janitor Provided by Lessor: Utilities will be provided by the tenant, GTE Mobilnet.

Right of Renewal: The lease includes two options to extend the lease of five years each.

Description: The proposed ordinance would approve a lease of 189 square feet on the 4th floor of a City-owned parking facility, the Vallejo Garage, to GTE Mobilnet, for purposes of installing a cellular telephone transmitter. The proposed lease would begin on or around November 1, 1995, and would continue for a period of five years, during which GTE Mobilnet will pay the City a monthly rental of \$1,500 for the first year, with annual rent increases during the five year period to be determined by the Consumer Price Index. In addition, GTE Mobilnet will pay the cost of all improvements required, and will pay for electric utilities. According to Mr. Larry Jacobson of the Real Estate Department, the lease of this space to GTE Mobilnet will not reduce the number of parking spaces in the Vallejo Garage. Mr. Jacobson also reports that the establishment

Memo to Government Efficiency and Labor Committee
October 10, 1995 Government Efficiency and Labor Committee Meeting

of this transmitter will not affect the Police Department's radio communication facilities on the roof of the Vallejo Garage, nor does it preclude the establishment of other cellular transmitters in the building.

At the request of the Department of Parking and Traffic, the Real Estate Department has attempted to locate and negotiate with cellular telephone companies who would potentially be interested in leasing transmitter space in City-owned parking facilities, as long as such transmitter facilities would not reduce the number of parking spaces available. GTE Mobilnet approached the City and requested transmitter space in the Vallejo Garage. According to Mr. Jacobson, the Real Estate Department did not conduct a formal bidding process concerning this lease. However, during the period of negotiations with GTE Mobilnet, the Real Estate Department sent letters soliciting interest in the space to all cellular companies doing business in San Francisco, and published a public notice in The San Francisco Independent. Mr. Jacobson reports that no responses were received to either the letters or to the public notice as advertised in the Independent.

Comment: Mr. Jacobson advises that the rental rate agreed under the proposed lease, \$1,500 per month, or approximately \$7.94 per square foot per month, is the fair market value rent for this property.

Recommendation: Approve the proposed ordinance.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 8 - File 64-95-8

Departments: Real Estate Department
Office of Citizen Complaints (OCC)

Item: Resolution authorizing a new lease of real property at 480 Second Street for the Office of Citizen Complaints.

Location: 480 Second Street, at the corner of Second and Stillman Streets

Purpose of Lease: Office space for the Office of Citizen Complaints (OCC)

Lessor: Mr. Robert J. Cort and Ms. Vera Cort

No. of Sq. Ft. and Cost Per Month: Approximately 6,750 square feet at \$1.15 per square foot or \$7,750 per month

Annual Cost: \$93,000 per year during the initial five-year term of the lease, plus pass-throughs for increases in certain operating expenses (including utilities, scavenger services, janitorial services, building maintenance and management) over the base year of 1996.

**Utilities and Janitor
Provided by Lessor:** The City would be responsible for paying for separately metered electrical service to the premises, at an estimated additional cost of \$200 per month (\$2,400 per year). The landlord would pay for all other services to the building.

**Percentage Increase
over Current Lease:** The lease cost, including utilities, of \$95,400 per year, is 26.9 percent or \$20,232 greater than the \$75,168 annual cost of the OCC's existing lease at 760 Harrison Street. The proposed lease would provide 6,750 square feet, or 950 square feet (16.4 percent) more than the existing lease, which provides 5,800 square feet.

Term of Lease: The proposed lease would commence on the date on which the landlord satisfactorily completes the required leasehold improvements or the date on which the Board of Supervisors approves the proposed lease, whichever occurs later (the estimated starting date is November 1, 1995), and would expire on June 30, 2001 (approximately five years, eight months).

Right of Renewal: The City would have the option to extend the term for an additional two periods of five years each at 95 percent of the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

fair market rent. The Real Estate Department advises that the fair market rent would be determined through mutual negotiations between the City and the lessor.

Source of Funds: General Fund. Included in the OCC's FY 1995-96 budget under Other Non-Personal Services.

Description: The Office of Citizen Complaints (OCC) receives and investigates complaints against members of the Police Department and prosecutes cases sustained by the OCC before the Chief of Police or the Police Commission.

The OCC currently occupies approximately 5,800 square feet of space at 760 Harrison Street for \$1.08 per square foot, or a General Fund cost of \$75,168 annually. The existing lease provides space for 20 full-time employees.

The existing lease, which was approved in 1994 by the Board of Supervisors, was originally scheduled to expire on June 30, 1999. However, Mr. Steve Alms of the Real Estate Department advises that, on September 15, 1995, the Real Estate Department notified the landlord, Mr. Raja Magasweran, that the City was terminating its lease at 760 Harrison Street, effective October 31, 1995. Mr. Alms reports that the reasons given for the City's early termination of the lease were (a) the landlord's failure to complete certain tenant improvements, such as installing a disability access ramp outside the building and completing other American with Disabilities (ADA) improvements; (b) the landlord's failure to provide an operable heating, air conditioning and ventilation (HVAC) system; and (c) the alleged presence of illegal activities in the building. In addition, the Service Employees International Union (SEIU), Local 790, has filed a grievance with the State Office of Occupational Safety regarding the poor air quality at OCC's current 760 Harrison Street site.

Given the OCC's need to relocate upon the termination of its lease at 760 Harrison Street on October 31, 1995, the Real Estate Department has identified a new site, located at 480 Second Street. Under the proposed lease, the lessor would be required to complete various tenant improvements at its sole cost. Such tenant improvements include the repainting the premises, installing partitions and new carpet, and completing ADA improvements. The proposed lessor's estimated cost of such improvements is between \$20,000 and \$25,000, all of which would be paid for by the proposed lessor.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Comments:

1. Mr. Alms reports that since the City notified the landlord, Mr. Raja Magasweran, of the City's termination of OCC's current lease, the building at 760 Harrison Street has been sold through foreclosure proceedings, effectively terminating the lease. The new owner also owns the 480 Second Street building. Although Mr. Alms expects that the proposed new premises at 480 Second Street would be ready for occupancy by November 1, 1995, Mr. Alms advises that, in the event that the new site is not ready, the OCC would most likely be permitted to remain at 760 Harrison Street until the 480 Second Street site is ready for occupancy.
2. Mr. Alms advises that the Real Estate Department has been searching for a new site for the OCC since June of 1995. However, according to Mr. Alms, the need to identify a new location for OCC so quickly created an emergency situation, in which the OCC's options for a new site were limited in terms of size and location. Mr. Alms advises that, although the new site at 480 Second Street contains an additional 950 square feet, or 16.4 percent more square footage than the current site, and costs an additional \$20,232 per year (an increase of 26.9 percent), the proposed site at 480 Second Street appears to be the best option available at the present time.
3. The OCC is currently budgeted for 20 full-time positions, or an average of 290 square feet per employee at OCC's current 760 Harrison Street location (5,800 square feet divided by 20 employees). The proposed 480 Second Street site would provide a total of 6,750 square feet, or an average of 337.5 square feet per employee. However, if the 1995 Charter Amendment is approved by the electorate, which would result in an additional three employees, for a total of 23 employees in OCC, the proposed site at 480 Second Street would then provide an average of approximately 293 square feet per employee, or an increase of three square feet per employee from the present average of 290 square feet per employee.
4. Mr. Alms advises that monthly rental rate of \$1.15 per square foot represents the fair market rent for the proposed property at 480 Second Street.
5. According to Mr. Alms, because of the landlord's defaults on the current lease, rent has been abated under the terms of the lease at the 760 Harrison Street location since July of 1995. Mr. Alms further advises that the City may pursue

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

litigation against the landlord at 760 Harrison Street, Mr. Raja Magasweran, in order to recover damages.

6. Mr. Alms reports that the estimated cost of OCC's relocation to 480 Second Street would be at least \$37,000, which includes telephone relocation, moving costs and services of the Real Estate Department. Ms. Barbara Attard of the OCC advises that the OCC plans to submit a supplemental appropriation to the Mayor and Board of Supervisors for such costs.

Recommendation: Approve the proposed lease.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 9 - File 97-95-55

Department: Controller's Office

Item: Ordinance amending the Administrative Code to allow the Controller to replace lost, destroyed or voided warrants or checks valued at up to \$1,000.

Description: According to Section 10.182 of the Administrative Code, a warrant issued by the City becomes void, and cannot be cashed, one year from the date issued. If a warrant is void, the payee may present the voided warrant to the Controller for payment, up to three years from the date it was rendered void, or four years from the original date. After that point, the Controller must obtain approval from the Board of Supervisors to issue payments for warrants which are over \$100 dollars. If the warrant was lost or destroyed, the payee of the warrant may present a Request For Replacement of Lost or Destroyed Warrant/Affidavit form to the Controller, who will issue payment based on the payment deadlines listed above.

The proposed amendments to Sections 10.181 and 10.182 of the Administrative Code would (1) permit the Controller to issue payments for void, lost, or destroyed checks, as well as void, lost or destroyed warrants, and (2) give the Controller the discretion to issue payments for void, lost or destroyed warrants or checks valued at up to \$1,000, rather than the current limit of \$100, without obtaining Board of Supervisors approval. These proposed amendments are described as follows:

(1) The Controller, Mr. Edward Harrington, advises that currently the City issues warrants for the payment of goods and services. At this time, the City does not issue checks for the payment of goods and services. However, Mr. Harrington advises that State law now allows units of local government to issue checks for the payment of goods and services, as an alternative to warrants. According to Mr. Harrington, the difference between a warrant and a check is primarily technical, and is generally not noticeable to the payee. As State law allows for the issuance of checks, Mr. Harrington recommends the amendment of Sections 10.181 and 10.182 of the Administrative Code to allow for the issuance of payments for voided checks as well as warrants, in order to accommodate the possibility that the City may, at some future time, issue checks.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

(2) As noted above, the Controller is currently not required to obtain approval from the Board of Supervisors to issue payments for warrants which have been void, (including lost or destroyed warrants), for more than three years if the amount of the warrant is less than \$100. Section 10.182 of the Administrative Code would be amended so that the threshold below which the Controller would not need Board of Supervisors approval would be raised to \$1,000. The Controller would still be required to receive approval from the Board of Supervisors to issue payments for warrants or checks that have been void for more than three years if the amount is greater than \$1,000. Mr. Harrington recommends approval of this amendment to the Administrative Code in order to expedite the Controller's payment of voided warrants and checks.

Recommendation: While the Budget Analyst concurs with the Controller's recommendation, we consider approval of the proposed ordinance to be a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Item 10 - File 12-95-38.1

Item: Resolution condemning the U. C. Regents' elimination of affirmative action; further condemning the abandonment by the U. C. Regents of their duty to exclude political influence from their deliberations; further directing the Office of the City Attorney to prepare appropriate legal action to enjoin implementation of the Connerly proposal; and calling for a review of contracts between the City and the U. C. system.

Description: At its meeting of July 20, 1995, the Board of Regents of the University of California (U. C.) voted to accept proposals to eliminate affirmative action with respect to U. C.'s admissions, hiring practices and awarding of contracts.

Attachment I, provided by the Department of Public Health (DPH), lists the FY 1994-95 contracts, including contract amounts and source of funds, between the DPH and the U. C. system. The total amount of these contracts is \$59,963,224, of which \$47,200,000 represents DPH's Affiliation Agreement with U. C. including physician services. The \$47,200,000 is paid for by a combination of General Fund monies and hospital revenues. Attachment II lists Memorandum of Understanding (MOU) agreements between San Francisco General Hospital (SFGH) and the U. C. system. Services under these agreements are paid for by Federal Ryan White CARE funds.

Ms. Kathy Murphy of SFGH advises that SFGH is currently in the process of negotiating a subcontract with U. C. for U. C.'s provision of physician services, in connection with the SFGH's contract with Pacific Care. Under the primary agreement between Pacific Care and U. C., U. C. is reimbursed a flat rate per month per Medi-Cal patient enrolled in a health plan from Medi-Cal funds. Under the subcontract, if the Medi-Cal patient selects a Department of Public Health Community Public Health Physician, U. C. would reimburse the City the Medi-Cal funds. Ms. Murphy also advises that the SFGH is in the process of negotiating a MOU with U. C., involving the management of a Occupational Medical Clinic at the San Francisco Airport. Ms. Murphy advises that this MOU outlines the management responsibilities and duties of the SFGH staff in relationship to the U. C. staff in connection with this Clinic. According to Ms. Murphy, the guidelines governing payment of the Occupational Medical Clinic's costs are included under the Affiliation Agreement between DPH and U. C.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Attachment III, provided by the Real Estate Department, lists the current lease agreements between SFGH and the U. C. system.

Ms. Sally Kipper of the Department of Social Services (DSS) reports that the DSS has one contract with U. C., in the amount of \$44,000 annually, for the Infant Parent Program. Under this program, U. C. provides therapeutic intervention and extended treatment for families with children (from infants to three years of age) at risk of abuse and neglect. The source of funds for this contract payable by DSS to U. C. is 32 percent General Fund monies and 68 percent State and Federal funds.

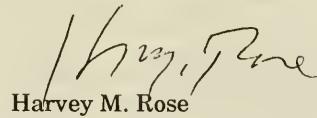
The Recreation and Park Department reports that it has a contract with the U. C. Agricultural Extension, under which U. C. staff provide annual employee development and training for Recreation and Park Department employees on horticultural issues. The training course, which costs a total of \$8,000, is for 10 weeks (1/2 day per week) and includes approximately 60 employees. The source of funds for this contract is General Fund monies.

The Public Utilities Commission (PUC) reports that the Water Department has a lease agreement with U. C. Under this lease agreement, U. C. leases 60,925 square feet of space from the Water Department for parking space, and pays the Water Department \$2,794 per month or \$33,528 annually.

The Sheriff's Department reports that it has a contract with U. C. for U. C. staff to provide services for the Sheriff's Department's Sisters Program. This program provides drug education and therapeutic drug treatment services to women incarcerated in the County jail. Under the contract, the annual amount paid to U. C. by the Sheriff is \$72,877. The source of funds is primarily Federal grant funds.

Memo to Government Efficiency and Labor Committee
October 12, 1995 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

DPH Contracts with UCSF (FY 94/95)

Attachment I

DPH Division	Contract Exhibit/Service Description	Exhibit/Srv Amount	Funding Source
AIDS	Itinerant Mental Health & Psychosocial Services	\$98,037	Federal; CARE/Formula
AIDS	Community Psychiatric Consultations	\$309,051	Federal; CARE/Supplemental
AIDS	Psychotherapy Services	\$156,040	Federal; CARE/Supplemental
AIDS	AIDS & Substance Abuse Programs (ASAP)	\$270,834	Federal; CARE/Supplemental
AIDS	Ward 86/Mental Health Services	\$152,709	Federal; CARE/Supplemental
AIDS	OTOP Methadone Treatment	\$147,853	Federal; CARE/Supplemental
AIDS	STOP: Stimulant Detoxification	\$144,183	Federal; CARE/Supplemental
AIDS	Medical/Psychiatric Care	\$75,020	Federal; CARE/Supplemental
AIDS	Integrated Women's & Children's Services	\$226,030	Federal; CARE/Supplemental
AIDS	Primary Medical Care	\$234,503	Federal; CARE/Supplemental
CSAS	Substance Abuse Services for Persons with HIV/AIDS	\$62,250	Federal; CARE/Supplemental
AIDS	Methadone Maintenance	\$150,000	Federal; CARE/Title II
AIDS	HIV Anonymous Testing Services -- Pre- & Post-test Counseling	\$367,204	Federal; CDC
AIDS	HIV/AIDS Training & Education to Service Providers	\$126,000	Federal; CDC
AIDS	HIV/AIDS Prevention Education to Injection Drug Users	\$467,124	Federal; CDC
CPHS	Breast and Cervical Cancer Control Project	\$67,000	Federal; CDC
CPHS	PHREDA project	\$16,873	Federal; CDC
CPHS	TB Center for National Demonstration Project	\$1,874,617	Federal; CDC
CPHS	Enhanced HIV Counseling Model	\$603,365	Federal; CDC
CPHS	STD & Infertility Project	\$217,243	Federal; CDC
CPHS	STD Prevention and Training	\$206,878	Federal; CDC
CSAS	HIV Prevention through Methadone Maintenance	\$28,832	Federal; CDC/TB
AIDS	Mental Health Assessments & Crisis Interven. for PWAs @ SFGH	\$91,720	General Funds
CPHS	Physician Services at TB Control Clinic	\$155,559	General Funds
CSAS	Detoxification Case Management	\$132,831	General Funds
CSAS	HIV Prevention through Methadone Maintenance	\$284,406	General Funds
Toxics	Poison Control Center @ SFGH	\$54,927	General Funds
SFGH	Affiliation Agreement, incl. Physician Services & contracted Cost Centers	\$47,200,000	GF = 8.5% GF, Other * = 91.5%
CMHS	Child & Adolescent Psychiatric Inpatient/Outpatient Services	\$250,000	GF/State
CMHS	Citywide Mental Health Outpatient Case Management Services	\$1,335,100	GF/State/MediCal
CMHS	Mental Health Outpatient & Consultation, Education & Info Services	\$297,408	GF/State/MediCal
CSAS	Methadone Maintenance	\$605,284	GF/State/MediCal
LHH	Radiology Services	\$60,000	Other *
CPHS	Nursing Services at City College of San Francisco Health Clinic	\$10,500	State
CPHS	Family Planning	\$135,000	State
EMS	Development of Paramedic Training Manual	\$119,128	State/EMS
EMS	Develop & Publish Referral Services Handbook for the Elderly	\$4,982	State/EMS
AIDS	HIV Testing Services	\$311,821	State/HIV
SFGH	Tertiary Care & Referral Services	\$720,000	State/MIA
SFGH	Airport Travelers' Clinic Services	\$2,600,000	Work Order; Airport Fees

TOTAL: \$59,963,224

* Note: Other consists of third party revenues including MediCal, Medicare, and commercial insurance

Post-it® Fax Note	7671	Date 10/6	# of pages 1
To Sandy Brown Richardson	From Galen Leung		
Co/Dept BUDGET ANALYST	Co. D.P.H.		
Phone # 554-7642	Phone # 554-2609		
Fax # 262-0861	Fax # 554-2556		

UCSF MOU'S WITH SAN FRANCISCO GENERAL HOSPITAL
FY 1995/96

<u>FY1995/96 Care Dollars through March 31, 1996</u>	<u>Amount</u>
Ward 86 Drop In/Urgent Care/EIC	446,793
Ward 86 Home Infusion	66,500
Ward 86 Social Work	32,761
Ward 93	78,063
General Medical Center	156,723
Pharmacy	81,810
HIV Case Management	108,296
Psych Consult	111,276
Detox-Case Management	68,475
Detox-Psych Bed	155,282
Perinatal HIV	53,594
Ward 86/Pharmacy	64,125
Ward 86 Weekend-Holiday	96,357
Ward 86 Home Care	83,939
Psych Consult	53,026
Pharmacy	58,597
Total Kennedy Care Contracts	<u>1,715,617*</u>

* Federal Ryan White CARE funds.

9/11/95

TOTAL P.02

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<u>LESSEE</u>	<u>DEPT.</u>	<u>LOCATION</u>	<u>PAYMENTS</u>	<u>LEASE BEGAN</u>	<u>TERM</u>	<u>LEASE ENDS</u>	<u>SQ.FT.</u>	<u>SQ.FT.</u>	<u>RENT/ SQ.FT.</u>	<u>REMARKS</u>
nv. of Calif.: AIDS Research Cen.	Gen.Hsp.	General Hospital, Building 3	\$ 23,377.35	02/15/92	18 yrs.	06/30/10	27,503	0.65	Research center	CD
nv. of Calif.: Arthritis Center	Gen.Hsp.	General Hospital, Building 30	\$ 1.00	03/14/90	10 yrs.	03/14/00	7,645	0.75	Research center	CD
nv. of Calif.: Clinical Research Cen.	Gen.Hsp.	General Hospital, Main, Blk100	\$ 4,351.00	10/01/92	10 yrs.	09/30/02	7,634	0.57	Research center	CD
nv. of Calif.: Dental Clinic	Gen.Hsp.	General Hospital, Building 20	\$ 1.00	07/01/78	20 yrs.	06/30/98	25,946	0.57	Dental clinic	CD
nv. of Calif.: Electrical Room	Gen.Hsp.	General Hospital	\$ 1.00	12/02/83	10 yrs.	12/21/98	2,573	0.57	Electrical system	CD
nv. of Calif.: Gallo Center	Gen.Hsp.	General Hospital, Building 1	\$ 6,269.82	08/27/92	5 yrs.	08/26/97	10,933	0.58	Research center	CD
nv. of Calif.: Gallo Clinic	Gen.Hsp.	General Hospital, Main	\$ 250.95	08/27/92	5 yrs.	08/26/97	436	0.58	Clinic	CD
nv. of Calif.: Infectious Dis. Cen.	Gen.Hsp.	General Hospital, Building 30	\$ 2,623.51	08/27/92	5 yrs.	08/26/97	7,645	0.54	Research center	CD
nv. of Calif.: Liver Center	Gen.Hsp.	General Hospital, Building 40	\$ 1.00	03/14/90	10 yrs.	03/13/00	4,065	0.57	Research center	CD
nv. of Calif.: Lung Biology Lab	Gen.Hsp.	General Hospital, Building 1	\$ 2,506.57	11/01/92	5 yrs.	10/31/97	4,402	0.57	Research center	CD
nv. of Calif.: Medical Research	Gen.Hsp.	General Hospital, Building 100	\$ 2,023.14	07/01/90	10 yrs.	06/30/00	3,522	0.57	Research center	CD
nv. of Calif.: Nuclear Waste	Gen.Hsp.	General Hospital, Building 1	None	06/27/90	10 yrs.	06/26/00	680	0.55	Nuclear waste center	CD
nv. of Calif.: Nutrition Center	Gen.Hsp.	General Hospital, Building 40	\$ 2,006.41	12/22/83	10 yrs.	12/22/98	3,580	0.55	Research center	CD
nv. of Calif.: Psychiatric Research	Gen.Hsp.	General Hospital, Building 20	\$ Prepaid	07/23/92	10 yrs.	07/22/2002	7,019	0.55	Psychiatric research	CD
nv. of Calif.: Storage Room	Gen.Hsp.	General Hospital, Building 3	None	03/01/88	Mo. to mo.	3,000			Storage	CD

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S90.31
#2
10/12/95

/// CALENDAR .. Actions Taken DOCUMENTS DEPT.

OCT 13 1995

SAN FRANCISCO
PUBLIC LIBRARY

RESCHEDULED MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

THURSDAY, OCTOBER 12, 1995 - 1:00 P.M. Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Teng - Items 1 - 3 and 13

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 89-95-8. [SDI Coverage, 1690 Internal Audit Director] Resolution authorizing enrollment of Classification(s) 1690 Internal Audit Director, in the State Disability Insurance Program. (Department of Human Resources)
 - (b) File 89-95-9. [SDI Coverage, 1281 Employee Relations Rep.] Resolution authorizing enrollment of Classification 1281, Employee Relations Representative into the State Disability Insurance Program. (Department of Human Resources)
 - (c) File 143-95-4. [State Grant, Suppression of Drug Abuse in Schools] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$100,000, which includes indirect costs of \$6,500 based on five percent of the total grant award, for new funding for a project entitled "Suppression of Drug Abuse in Schools Program" and agreeing to provide a thirty percent cash match in the amount of \$30,000. (Supervisor Alioto)
 - (d) File 146-95-15. [Grant, HIV Vaccine Preparedness Studies] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend contractual funding in the amount of \$455,296, which includes indirect costs of \$60,026 based on twenty-five percent of salaries, from the California Public Health Foundation Enterprises, Inc., to continue to provide research services for HIV Vaccine Preparedness Studies. (Also see File 97-95-56.) (Supervisor Alioto)

(e) File 146-95-16. [State Grant, Immunization Information System] Resolution authorizing the Department of Public Health, Community Public Health Services to apply retroactively for a grant of \$293,077 from the State Department of Health Services to develop an immunization information and reminder system; providing for ratification of action previously taken. (Supervisor Alioto)

ACTION: Items (c) and (e) removed from Consent Calendar. Remainder of Consent Calendar recommended.

c. File 143-95-4. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$97,140, which includes indirect costs of \$6,314 based on five percent of the total grant award, for new funding for a project entitled "Suppression of Drug Abuse in Schools Program" and agreeing to provide a thirty percent cash match in the amount of \$29,142."

e. File 146-95-16. Hearing held. Amended on lines 3 and 19, by replacing "\$293,077" with "\$321,844". Recommended as amended. New title: "Authorizing the Department of Public Health, Community Public Health Services to apply retroactively for a grant of \$321,844 from the State Department of Health Services to develop an immunization information and reminder system; providing for ratification of action previously taken."

REGULAR CALENDAR

2. File 169-95-2. [Street Artist Spaces - Stockton Street] Resolution designating for six months three selling spaces on Stockton Street, west side, at O'Farrell Street, for street artists certified by the Art Commission, City and County of San Francisco; holding harmless from any litigation any building adjacent to said street artist spaces. (Supervisor Hallinan)

ACTION: Hearing held. Recommended.

3. File 97-95-52. [Implementing Pesticide Regulations] Ordinance amending Administrative Code Section 1.13-3 to authorize the President of the Board of Supervisors to execute an annual contract between the California Department of Pesticide Regulation and the Board of Supervisors of the City and County for the computer entry of the monthly summary pesticide use reports submitted to the San Francisco Agricultural Commissioner's Office by commercial pesticide applicators in San Francisco. (Department of Agriculture Commissioner/Director of Weights and Measures)

(Consideration continued from 9/28/95)

ACTION: Hearing held. Recommended.

4. File 23-95-6. [Waiving Statute of Limitations] Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco, in the amount of \$1,070.57, a legal obligation of the City and County of San Francisco. (Payee: Mark Bradshaw \$128; Charles Brown \$202.57; Mary B. Monk, \$444; Pilar Q. Sabalvaro \$296.) (Controller)

ACTION: Hearing held. Recommended.

5. File 61-95-2. [Contract Award Extension, Muni Railway MR-1157] Resolution granting an extension of time for awarding Municipal Railway Contract MR-1157 - MUNI Operator Restrooms. (Public Transportation Commission)

ACTION: Hearing held. Recommended.

6. File 61-95-3. [Contract Award Extension, MUNI Railway MR-1158R] Resolution granting an extension of time for awarding Municipal Railway Contract MR-1158R - MUNI Metro System, Rail Replacement Program at 9th/Irving, Carl/Cole, and Broad/Orizaba. (Public Transportation Commission)

ACTION: Hearing held. Recommended.

7. File 63-95-1. [Vallejo Garage Cellular Transmitter Lease] Ordinance authorizing and approving a lease of cellular transmitter space in Vallejo Garage to GTE Mobilnet. (Real Estate Department)

ACTION: Hearing held. Recommended.

8. File 64-95-8. [Lease of Property at 480 Second Street] Resolution authorizing a lease of real property at 480 Second Street, San Francisco, for the Office of Citizen Complaints. (Real Estate Department)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on October 17, 1995.)

9. File 97-95-55. [Warrant or Check Replacement] Ordinance amending Administrative Code to allow Controller to replace lost or voided warrant or check up to \$1,000. (Controller)

ACTION: Hearing held. Recommended.

SPECIAL ORDER - 3:30 P.M.

10. File 12-95-38.1. [University of California Regents] Resolution condemning the University of California Regents' elimination of affirmative action; condemning the abandonment by the U.C. Regents of their duty to exclude political influence from their deliberations; directing the Office of the City Attorney to prepare appropriate legal action to enjoin implementation of the Connerly proposal; and calling for a review of contracts between the City and the U.C. system. (Supervisors Teng, Alioto, Bierman, Kaufman, Ammiano, Hsieh, Leal, Migden, Shelley, Hallinan)

ACTION: Hearing held. Amendment of the Whole, as presented by Supervisor Teng, adopted. Amended on page 2, line 13, by replacing "\$56 million" with "\$62 million." Recommended as amended. New title: "Condemning the University of California Regents' elimination of affirmative action; directing the Office of the City Attorney to prepare appropriate legal action to enjoin implementation of the Connerly proposal; calling on the Department of Public Health to provide the Board with a full report of all its contracts with the U.C. System; calling for the Budget Analyst to provide the Board with a full report of all contracts, memoranda of understanding, leases, licenses, affiliation agreements, or other legal agreements in effect or under negotiation between the City and County and the U.C. System; and calling on the San Francisco Human Rights Commission in cooperation with the City Attorney, Budget Analyst and Department of Public Health to review and monitor all contracts between the City and the U.C. System for compliance with the City's MBE/WBE and non-discrimination requirements including San Francisco Administrative Code Sections 12B.1 - 12B.6 and 12D.1 - 12D.19."

11. File 12-95-50. [Governor's Lawsuit Against California] Resolution opposing Governor Pete Wilson's attempt to sue the State of California; further directing the Office of the City Attorney to prepare appropriate legal action opposing the Governor's petition for writ of mandate from the Court of Appeals (relating to affirmative action programs). (Supervisors Teng, Bierman, Alioto)

ACTION: Hearing held. Amendment of the Whole, as presented by Supervisor Teng, adopted. Recommended as amended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

12. File 45-95-36. [Settlement of Litigation, Miscellaneous Employees] Ordinance authorizing the settlement of wage freeze litigation covering miscellaneous employees during fiscal years 1993-1994 and 1994-1995. (Superior Court Nos. 953-407, 961-366, 961-484, 961-485, and 961-172.) (City Attorney) (Consideration continued from 9/28/95)

ACTION: Recommended.

13. File 45-95-40. [Settlement of Litigation, Ann Melton] Ordinance authorizing settlement of litigation of Ann Melton against the City and County of San Francisco by payment of \$15,000. (Superior Court No. 949-190.) (City Attorney)

ACTION: Recommended.

14. File 45-95-41. [Settlement of Litigation, Cindy B. Welsh] Ordinance authorizing settlement of Cindy B. Welsh v. City and County of San Francisco by payment of \$10,000 and the complaint in intervention by Zenith Insurance Company by payment of \$3,844. (Superior Court No. 958-660.) (City Attorney)

ACTION: Recommended.

15. File 45-95-42. [Settlement of Litigation, Miriam & Balbino Sablad] Ordinance authorizing settlement of litigation of Miriam and Balbino Sablad against the City and County of San Francisco by payment of \$200,000. (Superior Court No. 953-014.) (City Attorney)

ACTION: Recommended.

16. File 45-95-43. [World Institute of Disability v. CCSF] Ordinance authorizing settlement of litigation of World Institute on Disability against San Francisco Convention and Visitors Bureau, et al. pursuant to World Institute on Disability, et al. v. San Francisco Convention and Visitors Bureau, et al. (U.S.D.C. Northern District of California No. C94-2714 WHO.) (City Attorney)

ACTION: Recommended. (To Board as a Committee Report for consideration on October 17, 1995.)

17. File 45-95-44. [Hernandez, Cruz, Lucero v. CCSF] Ordinance authorizing settlement of civil rights claims of Maria Hernandez, Luis Lucero and Francisco Cruz against the City and County of San Francisco and Anthony D. Ribera by payment of \$21,000, each side to bear their own costs and attorneys' fees. (U.S.D.C. No. C95-0594 CAL.) (City Attorney)

ACTION: Recommended.

18. File 46-95-6. [CCSF v. William Warmack, Et Al.] Ordinance authorizing settlement of litigation of City and County of San Francisco against William H. Warmack and Vincent J. Scotto III by accepting consideration in the total amount of \$17,000 payable in cash and releasing said parties only from further liability. (Superior Court No. 962012.) (Office of the Treasurer/Tax Collector)
(Consideration continued from 9/28/95)

ACTION: Recommended.

19. File 48-95-22. [Settlement of Claim, PG&E] Resolution approving the settlement of the unlitigated claim of Pacific Gas and Electric Company by payment of \$8,023.59. (City Attorney)

ACTION: Recommended.

20. File 48-95-23. [Settlement of Claim, William Forman, Jr.] Resolution approving the settlement of the unlitigated claim of William Forman, Jr., dba Digital Engraving by payment of \$9,885.42. (City Attorney)

ACTION: Recommended.

21. File 48-95-24. [Settlement of Claim, Eric Halladay] Resolution approving the settlement of the unlitigated claim of Eric Halladay by payment of \$6,570.00. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

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Public Library, Documents Dept.

Attn: Kate Wingerson

CITY AND COUNTY

OF SAN FRANCISCO



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

OCT 24 1995

SAN FRANCISCO
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October 20, 1995

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations*
SUBJECT: October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-93-3.4

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Item: Release of reserved funds, in the amount of \$527,500 to support interdepartmental work orders and other direct expenses related to the MUNI Metro Accessibility Program.

Amount: \$527,500

Source of Funds: Federal Section 9 Capital Assistance Funds

Project: MUNI Metro Accessibility Program, Phase II.

Description: In April of 1994, the Board of Supervisors approved a resolution authorizing MUNI to apply for, accept and expend a Federal grant in the amount of \$6,811,342 in Federal Section 9 Operating Assistance, and \$15,949,793 in Federal Section 9 Capital Assistance, plus \$3,987,448 in various local

Memo to Government Efficiency and Labor Committee
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matching funds (including Proposition B Transportation Sales Tax funds), for a total of \$26,748,583, for three MUNI capital projects (File 94-93-3). Of this amount, \$2,165,366 was placed on reserve, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. Thus far, \$490,000 has been released from reserve, thereby leaving a balance on reserve of \$1,675,366.

Although these funds were originally reserved pending the selection of contractors, and submission of contract cost details, Mr. Kam Shadan of MUNI advises that the proposed funds will now be used to pay for in-house services provided by MUNI, the Department of Public Works, the Department of Parking and Traffic, the Department of City Planning, and the Art Commission.

The proposed \$527,500 in reserved funds will be used for Phase II of the MUNI Metro Accessibility Project for design, construction preparation, and project management costs for the construction of handicapped accessibility improvements for (a) on the surface and (b) underground MUNI Metro Light Rail Vehicle (LRV) stops, including signage, wheelchair ramps lifts, and the implementation of new boarding islands, to aid physically handicapped MUNI riders at 11 sites (See Attachment). The budget details for the requested release of reserved funds are as follows:

Budget:

MUNI (\$382,500)

The MUNI funds are allocated as follows: (a) Construction Engineering, including approximately 5,967 hours of inspection services at 11 sites at approximately \$43.08 per hour (\$257,040), (b) preparation of bid documents, including written specifications and maps for each of 11 sites (\$100,000), (c) Facility Maintenance which includes approximately 232 hours @ approximately \$43.08 per hour for the preparation and clean-up of construction sites, and the relocation of equipment (\$10,000), and (d) the Construction Contingency funds which are 6 percent of the Construction Engineering budget of \$257,040 (\$15,460).

Department of Public Works (DPW) (\$80,000)

The DPW funds are allocated as follows: (a) Bureau of Construction Management, includes the surveying of 11 sites over a period of 25 days for a cost of \$1,600 per day (\$40,000), (b) Bureau of Street-Use and Mapping, includes the preparation of Sidewalk Legislation at 11 sites, for a cost of approximately \$2,727 per site (\$30,000), and (c) Bureau of Streets and Highways, includes street repairs, such as

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potholes at each of the 11 sites, or approximately \$909 per site (\$10,000).

Department of Parking and Traffic (\$60,000)

The Department of Parking and Traffic funds are allocated for construction, including parking meter removal and relocations, curb painting, street striping, and engineering support for 11 sites at approximately \$5,454 per site, (\$60,000).

Department of City Planning (\$25,000)

The Department of City Planning has responsibility to ensure that the MUNI projects are in conformance with the City's Master Plan (\$25,000, or 235 hours @ an average rate of approximately \$106 per hour).

Art Commission (\$25,000)

The Art Commission is responsible for enhancing the visual quality of 11 MUNI sites along the J, K, L, M, and N MUNI lines. The proposed funds will be used for (a) the Art Commission's administration and oversight costs for the project (\$7,500), and (b) the design costs for 28 art panels to be divided between four artists at \$2,500 per artist (\$10,000), and (c) production costs for the artwork (\$7,500).

Recommendation: Approve the proposed release of reserved funds.

MUNI Metro Accessibility Program
Improvement Sites

1. Church at 24th Street
2. Church at 30th Street
3. San Jose Street at Geneva Street
4. Ocean Avenue at Jules Street
5. Duboce Street at Church Street
6. Irving Street at Arguello
7. Judah at 9th Avenue
8. Judah at 19th Avenue
9. Judah at Sunset Blvd.
10. Taraval at Sunset Blvd.
11. Taraval at 22nd Street

Memo to Government Efficiency and Labor Committee
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Item 1b - File 148-94-4.1

Department: Department of Public Works (DPW)

Item: Hearing to request a release of reserved Federal Highway Administration grant funds in the amount of \$7,817,756 for the King Street construction project.

Amount: \$7,817,756

Source of Funds: Federal Highway Administration (FHWA) Grant Funds

Description: The Board of Supervisors previously approved a resolution (File 148-94-4) authorizing the Department of Public Works (DPW) to apply for, accept and expend \$14,752,000 in Federal Highway Administration (FHWA) grant funds for the King Street construction project, and reserved a total of \$12,965,000 pending the selection of contractors, finalized cost details and the MBE/WBE status of the contractors. The requested release of reserve of \$7,817,756 would leave a balance of \$5,147,244 on reserve.

The King Street construction project begins at Third and King Streets and continues southwest to Sixth Street, as part of the Embarcadero Roadway project. The King Street construction project will provide for transportation improvements including replacing and realigning existing roadway street drainage, modifying existing sewers structures, installing new traffic control and street lighting systems and providing landscape improvements and pedestrian promenades.

The DPW received a total of three bids for the King Street construction project. The bids received and the amount of the bids are as follows:

<u>Bidder</u>	<u>Amount Bid</u>
Stacy & Witbeck/Dillingham	\$16,261,465
Homer J. Olsen	17,672,772
Nationwide/Schimmick	19,379,598

The DPW is required to award the proposed contract to the lowest most responsive bidder, which was Stacy & Witbeck/Dillingham ("Stacy"), a joint venture. However, subsequent to receiving the bids, the lowest bidder was determined to be a non-responsive bidder for five years. The California Public Utilities Commission debarred "Stacy" in June, 1994 for submission of a false claim containing specious labor costs. According to Ms. Sheryl Bregman of the City

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Attorney's Office, the Court of Appeal upheld the Decision of the Public Utilities Commission, and "Stacy's" debarment became effective on September 18, 1995. Therefore, the contract will be awarded to the next lowest responsive bidder, Homer J. Olsen, in the amount of \$17,672,772. Homer J. Olsen is not a City-certified MBE/WBE firm.

The total sources and uses of funds for the King Street project are as follows:

	<u>Federal Highway Administration</u> <u>(FHWA)*</u>	<u>Other**</u>	<u>Total</u>
Construction Contract	\$6,180,044	\$11,492,728	\$17,672,772
Contingencies (ten percent of construction contract)	618,004	1,149,273	1,767,277
Construction Management	<u>1,019,708</u>	<u>1,456,281</u>	<u>2,475,989</u>
Total	\$7,817,756	\$14,098,282	\$21,916,038

*Subject of this requested release of reserved funds.

**Other funding sources include half-cent Sales Tax funds, other State and Federal grants, and direct contributions budgeted from City departments such as MUNI and the San Francisco Water Department.

As noted above, the total amount of the proposed construction contract is \$17,672,772. Homer J. Olsen will allocate \$5,392,268 (or approximately 30.5 percent) of the proposed contract to Disadvantaged Business Enterprise (DBE) subcontractors certified by the Human Rights Commission (See Attachment for a list of the DBE subcontractors and the amounts allocated).

Budget:	<u>Construction Contract</u>	
	Homer J. Olsen	\$17,672,772
	Contingency (10 percent)	1,767,277
	<u>Construction Management</u>	
	CAO's Waterfront Transportation Office (provides coordination of City agencies and community)	134,250
	DPW Project Management (2,813 staff hours at \$80 hourly)	225,000

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DPW Construction Management (9,463 staff hours at \$65 hourly)	\$615,112
DPW Bureau of Engineering (4,725 staff hours at \$65 hourly)	307,143
Department of Parking and Traffic (traffic engineering, signal, painting and signing)	142,000
SF Fire Department (compliance with the various fire codes)	7,500
Various Consultant Services Ongoing contracts with the DPW to provide construction management, scheduling, surveying, hazardous materials testing and public affairs services, over a 19-month period.	
De Leuw Cather & Co- not a City- certified MBE, WBE or DBE firm. An estimated breakdown of the hours, hourly rates, overhead and other direct costs are as follows:	
Field Clerk (1,976 hours at \$15.75 hourly)	\$31,122
Field Clerk (988 hours at \$16.54 hourly)	16,342
Project Manager (36 hours at \$46.16 hourly)	1,662
Project Administrator (500 hours at \$36.06 hourly)	18,030
Senior Secretary (130 hours at \$18.37 hourly)	2,388
Senior Secretary (104 hours at \$19.29 hourly)	<u>2,006</u>
Subtotal Labor	71,550
Other Direct Costs - including travel, printing, postage, phone, fax paper and miscellaneous supplies	3,726
Overhead/Profit (overhead ranges between 105 to 134 percent of direct hourly rates; profit is 10 percent of total costs)	<u>97,517</u>

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Memo to Government Efficiency and Labor Committee
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Total Deleuw Cather	\$172,793
Don Todd Associates - DBE firm An estimated breakdown of the hours, hourly rates, overhead and other direct costs are as follows:	
Inspector (1,215 hours at \$25.36 hourly)	\$30,812
Inspector (1,040 hours at \$26.63 hourly)	27,695
Cost Estimator (500 hours at \$34.65 hourly)	<u>17,325</u>
Subtotal Labor	75,832
Site Mileage	600
Overhead/Profit (overhead is 120 percent of labor and profit is 10 percent of total costs)	<u>108,066</u>
Total Don Todd Associates	\$184,498
Business Development, Inc. - DBE firm. An estimated breakdown of the hours, hourly rates, overhead and other direct costs are as follows:	
Sr. Project Manager (90 hours at \$41.75 hourly)	\$3,758
Affirmative Action Coordinator (800 hours at \$25.58 hourly)	20,464
Employment Tracking Analyst (500 hours at \$19.20 hourly)	9,600
Subtotal Labor	33,822
Mileage	581
Overhead/Profit (overhead is 109 percent of labor and profit is 10 percent of total costs)	<u>43,935</u>
Total Business Development	78,338
Greenwood & Associates - DBE firm (lump sum amount)	500

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Luster Construction Management - DBE firm - An estimated breakdown of the hours, hourly rates, overhead and other direct costs are as follows:

Senior Schedular (104 hours at \$36.00 hourly)	\$3,744
Schedular (2,652 hours at \$34.00 hourly)	<u>90,168</u>
Subtotal Labor	93,912
Overhead/Profit (overhead is 109 percent of labor and profit is 10 percent of total costs)	<u>129,223</u>
Total Luster Construction Mgmt.	\$223,135
Meridian Surveying - DBE firm (lump sum amount)	20,000
Signet Testing- DBE firm (lump sum amount)	10,000
Wilson, Ihrig & Associates - not a City-certified MBE, WBE or DBE firm (lump sum amount)	500
Baseline - Hazardous Materials Testing Company - DBE/WBE firm	
Field Geologist (624 hours at \$70 hourly)	\$43,680
Hydrogeologist (80 hours at \$75 hourly)	6,000
Travel, air and water monitoring equipment project management correspondence and miscellaneous clerical expenses	<u>80,450</u>
Total Baseline	130,130

Memo to Government Efficiency and Labor Committee
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Construction Management	
Contingency	\$225,090
(Funds budgeted for additional construction management costs resulting from delays in the construction project)	
Total	\$21,916,038

Required Match: A required match of \$1,379,604 funded through State Flexible Congestion Relief monies (or 15 percent of the requested release of \$7,817,756 in FHWA grant funds plus \$1,379,604 in State Flexible Congestion Relief funds, totaling \$9,197,360). The required match is included in the total project budget of \$21,916,038 above. Matching funds are required only on the FHWA grant funds, and are not required for the other funding sources of the project.

Recommendation: Release the reserved funds in the amount of \$7,817,756.

<u>Subcontractor</u>	<u>Service</u>	<u>Amount</u>	<u>Percent of Total</u>
Del Secco Diamond Core & Saw	Core Drill	\$25,843	0.1%
V.L. Shelton Trucking	Trucking	100,000	0.6
E.H. John Construction, Inc.	Various	2,173,000	12.4
F. Fernando & Company	Various	1,441,000	8.2
California Caulking & Sealants, Inc.	Caulking & Sealant	10,665	0.1
Statewide Safety & Signs, Inc.	Traffic Control	75,500	0.4
Golden Ban Fence Plus Iron Works	Fencing	101,260	0.6
Yick Electric Company, Inc.	Electric	<u>1,465,000</u>	<u>8.3</u>
Total		\$5,392,268	30.7%

Memo to Government Efficiency and Labor Committee
October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 148-94-12.1

Department: Chief Administrative Officer (CAO)

Item: Hearing to consider release of reserved funds, CAO-Solid Waste Management, (California Integrated Waste Management Block Grant) in the amount of \$195,521 for the purpose of public education of "Do-It-Yourself" oil changers to encourage proper disposal of used motor oil, prevention of water pollution, and elimination of hazardous waste from the solid waste stream.

Amount: \$195,521

Source of Funds: California Environmental Protection Agency, California Integrated Waste Management Board grant funds.

Description: In January of 1995, the Board of Supervisors approved a resolution authorizing the Department of Public Works to apply for, accept, and expend a grant of \$235,814 from the California Environmental Protection Agency, California Integrated Waste Management Board, to increase recycling of used motor oil in the City. At that time, the Board placed \$195,521 of the grant funds on reserve, pending submission of further budget details for several programs and services planned under the used motor oil recycling program.

Following the Board of Supervisors approval of this grant application, the Department of Public Works transferred the used oil recycling program, and the funds received under this grant, to the Chief Administrative Officer's Solid Waste Management Program. The CAO's Office is now requesting release of the reserved funds. The budget for the proposed used oil recycling program includes; a) funds for contracts with community-based organizations and corporations for the start up and operation of used oil collection centers, b) funds for a contract with a private firm, O'Rorke Public Relations, to manage public education programs, c) funds for the purchase of 2,750 used oil changing kits, and, d) workorder funds to the CAO's Office and the Port of San Francisco. The budget for these items, as prepared by the CAO's Solid Waste Management Program, is included as Attachment I.

Design, management, and other services and materials required for the public education portion of the used motor oil recycling program will be provided under a contract with a private firm, O'Rorke Public Relations, in the amount of \$156,000. Budget details for this contract are shown in Attachment II.

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Memo to Government Efficiency and Labor Committee
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Comments:

1. Attachment I shows a total budget for the used oil recycling program in the amount of \$257,037, or \$21,223 more than the amount of \$235,814 previously granted to the DPW and approved by the Board of Supervisors. According to Mr. Geoff Chan of the CAO's Office, following the original grant request, the State increased the amount of the used oil block grant to all grantees by 9 percent, resulting in an increase to San Francisco of \$21,223. Mr. Chan reports that the CAO will request authorization to expend such additional funds at a future date.
2. With the 9 percent increase noted above, the total State grant to San Francisco for the used oil recycling program is for an amount of \$257,037, of which expenditures in the amount of \$40,293 were previously approved by the Board of Supervisors (File 148-95-12). The CAO is now requesting release of \$195,521. Authorization to expend the remaining amount of \$21,223 will be requested at a future date.
3. As noted above, the Board of Supervisors previously approved the expenditure of \$40,293 of these grant funds (File 148-94-12) for an intern and for the purchase of equipment and materials for the used oil recycling program. These expenses are shown in Attachment I under the contract with Double Duty Container Co. for an amount of \$11,000, and in a workorder to the Chief Administrative Officer of \$31,892, for a total of \$42,892. The total of these two items is \$2,599 greater than the expenditure amount of \$40,293 previously approved by the Board of Supervisors primarily because with the additional grant funds described above, the CAO plans to increase its purchase of used oil recycling kits from the original amount of 2,025 to 2,750.
4. In order to select the contractors to operate the used oil collection centers, the CAO's Office mailed information about the program to a City-wide list of potentially interested organizations and corporations. Four organizations responded, and all four were determined by the CAO to be qualified under State regulations to operate a used oil collection center, according to Mr. Chan. Of the four contractors, which are listed in Attachment I, two are non-profit organizations; the Dignity of Man Foundation, and the Youth Assistance Association. Of the remaining two contractors, Union Oil Company is not an MBE/WBE, and Big Guy Towing is a City-certified MBE.

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5. In order to select the contractor for the public relations portion of this program, the CAO's Office requested a modification of an existing contract between the Department of Public Works and the contractor, O'Rorke Public Relations. O'Rorke Public Relations is a City-certified WBE.
6. Attachment I also shows a workorder to the Port of San Francisco in the amount of \$6,000. These funds will be used for equipment and materials to set up an un-manned oil collection shed on Port property, according to Mr. Chan.

Recommendation: Approve the release of reserved funds as requested.

Budget:

Contractor:

Union Oil Company (maintenance of 20 collection facilities with an option to add 2 more) \$33,120.00

Contractor:

Dignity of Man Foundation (start up and maintenance of collection facility) \$5,645.00

Contractor:

Youth Assistance Association (start up and maintenance of collection facility) \$5,295.00

Contractor:

Big Guy Towing (start up and maintenance of collection facility) \$8,085.00

Contractor:

O'Rorke PR (see attached) \$156,000.00

Contractor:

Double Duty Container Co. (2,750 oil changing kits @ \$4.00/kit) \$11,000.00

Chief Administrative Office:

Work order to support the used motor collection program including staff training, personal service contract, equipment, and school education program. \$31,892.00

Port of San Francisco

Work order to set up used motor oil collection shed \$6,000.00

\$257,037

O'Rorke PR
Used Motor Oil Recycling Public Education Budget FY 1995 - 96

English and non-English maps 20,000 copies	500	Y/R
Oil recycling workshops for school demonstrations, to distribute oil changing kits, and recycling maps	15,000	Y/R
Newspaper ads promoting the collection facilities including high school & college papers and motorcycle-oriented publications.	3,000	Sept/Oct
Media Buying Service	1,000	Sept.
TV & Radio production	20,000	Oct.
Radio advertisement for placement on English and non-English speaking stations	24,500	Oct.
TV ads for placement on Cable/English stations	20,000	Oct.
TV ads for placement on Spanish/Chinese stations	20,000	Oct.
Point of purchase design	4,000	Jan.
Street signs design, print and placement	10,000	Feb.
Point of purchase program at auto supply stores to display used oil recycling information	10,000	March
Non-English speaking movie slides, design & placement	3,000	March
O'Rorke PR project management, POP, effort, copy, script, coordination, etc. street signs, etc. Brown Enterprises, reporting, accounting and program administration	<u>25,000</u>	Y/R
Total Public Education Budget	\$156,000	

Memo to Government Efficiency and Labor Committee
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Item 1d - File 89-95-10

Department: Department of Human Resources (DHR)
Ethics Commission

Item: Resolution authorizing the enrollment of Classification AA81, Executive Director of the Ethics Commission, in the State Disability Insurance Program.

Description: The proposed resolution will authorize the enrollment of Classification AA81 Executive Director of the Ethics Commission in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is one percent of the first \$31,767 of gross salary of each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees with the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
AA81	Executive Director, Ethics Commission	1

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the sole incumbent in this classification.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1e - File 94-95-3

Department: Public Utilities Commission (PUC)
Hetch Hetchy Water & Power
Bureau of Energy Conservation

Item: Resolution authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend a grant of \$100,000, which includes indirect costs in the amount of \$11,300 based on 20% of salaries, from the U.S. Department of Energy and the Urban Consortium Energy Task Force; providing for ratification of action previously taken.

Grant Amount: \$100,000

Grant Period: October 1995 through December 1996

Source of Funds: U.S. Department of Energy and the Urban Consortium for Technology Initiatives Energy Task Force

Project: Kilowatts to Megawatts/Sustainable Municipal Building Design

Description: The Urban Consortium for Technology Initiatives is composed of the 60 most populous urban cities and counties in the United States. The Consortium provides a forum for development of innovative management techniques and new technologies to address urban problems common to its member governments. Under a program funded by the United States Department of Energy, the Consortium's Energy Task Force funds the development of energy management programs in large urban governments. San Francisco has been an active member for the Energy Task Force and has received over \$1.5 million in financial support for energy conservation efforts in the City.

The proposed grant would provide funding in order to implement the Kilowatts to Megawatts/Sustainable Municipal Building Design project in San Francisco. The Kilowatts to Megawatts component of the project will evaluate alternative project delivery and management systems for implementing large-scale, multi-year, multiple facility energy retrofit projects. The work will provide guidance on alternative methods of energy project management and financing including the use of private sector and non-profit entities. The Sustainable Municipal Building Design component of the project will result in a coordinated effort by City environmental agencies to facilitate the design of environmentally sustainable

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municipal buildings. The PUC reports that sustainable municipal building design incorporates a) energy and water efficiency b) materials and toxics source reduction, c) the use of materials with recycled content, d) recycling and disposal of construction and demolition waste, and e) improved indoor air quality into the design and construction of City buildings.

Budget:

<u>Personnel</u>	<u>FTE</u>	
Energy Specialist	1.00	\$48,000
Energy Specialist	.18	8,100
Fringe Benefits		<u>14,000</u>
Total Personnel	1.18	\$ 70,100

<u>Operating Costs</u>		
Supplies		\$ 500
Postage		100
Meetings		800
Subscription/Dues		<u>440</u>
Total Operating Costs		1,840

Travel - Two Required Peer Review Conferences

	No. of <u>Persons</u>	No. of <u>Days</u>	Cost/ <u>Person</u>	
Air and Ground Travel	4		\$480	\$ 1,920
Hotel	4	3	75	900
Meals	4	4	35	<u>560</u>
Total Travel Costs (\$3,380 x 2 Conferences)			\$ 3,380	6,760

Consultants

City of Austin, TX (review of PUC's plans and designs 20 hrs. @ \$50 per hr.)	\$ 1,000
Workshops (2 workshops @ \$2,000 each - workshop costs include air travel and expenses for City of Austin consultant)	4,000
Consultant (Pending)	<u>5,000</u>
Total Consultant Costs	\$ 10,000
Indirect Costs - 20% of Salaries	<u>11,300</u>
TOTAL GRANT BUDGET:	<u>\$100,000</u>

Required Match: None

Indirect Costs: \$11,300 - 20% of \$56,100 Salary

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Memo to Government Efficiency and Labor Committee
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Comments:

1. This grant represents continuing support from the Urban Consortium for energy management activities in the City. The Board of Supervisors has previously authorized the PUC's Bureau of Energy Conservation to apply for, accept and expend funds from this source since 1981.
2. The PUC reports that the 1.0 FTE Energy Specialist is fully grant funded and if the proposed grant funds were reduced or terminated, the 1.0 FTE Energy Specialist would be reduced or terminated accordingly.
3. The PUC reports that the travel under this project, in the estimated amount of \$6,760, will include two Peer Review Conferences which will require the attendance of the Director of the Bureau of Energy Conservation, two Project Managers (Energy Specialists), and one Co-Manager. The PUC advises that the location of the two Peer Review Conferences is to be determined by the Energy Task Force.
4. Mr. Cal Broomhead of the PUC's Bureau of Energy Conservation advises that the PUC is currently in the process of instituting an RFP process for a \$5,000 consultant contract for sustainable municipal building design and will have a consultant selected by December of 1995. The Budget Analyst recommends reserving the \$5,000 pending the selection of a consultant, the MBE/WBE status of the consultant, and submission of budget details. Mr. Broomhead advises that the PUC has scheduled the Sustainable Municipal Building Design component of the project to begin by January 1, 1996, and that putting the \$5,000 in consultant fees on reserve will add additional time to accessing these funds and therefore, make it difficult for the project to begin on time. The Budget Analyst disagrees and believes this recommendation in no way delays the Department. Mr. Broomhead advises that the consultant will be selected in accordance with the Human Rights Commission's MBE/WBE guidelines.
5. The Bureau of Energy Conservation advises that it has already submitted the grant application and that the proposal has been approved by the Urban Consortium. As such, the proposed resolution provides for ratification of action previously taken.
6. The Summary of Grant Request, as prepared by the PUC, is attached.
7. The PUC has completed a Disability Access Checklist which is on file with the Clerk of the Board.

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Memo to Government Efficiency and Labor Committee
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Recommendations:

1. Amend the proposed resolution to reserve \$5,000 in consultant fees pending the selection of a consultant, the MBE/WBE status of the consultant, and submission of budget details.
2. Approve the proposed resolution, as amended.

File _____

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

TO: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Hetch Hetchy Water & Power/Bureau of Energy Conservation

Contact Person: John F. Deakin Telephone: (415) 554-3175

Project Title: Kilowatts to Megawatts/Sustainable Municipal Building Design

Grant Source: Energy Task Force of the Urban Consortium

Proposed/Continuation) Grant Project Summary:

The Bureau's projects proposal for this year of UC Energy Task Force funding, is in two major parts. The first part will evaluate alternative project delivery and management systems for implementing large-scale, multi-year, multiple facility energy retrofit projects. The work will provide guidance on alternative methods of energy project management and financing including the use of private sector and non-profit entities. Another component of the work will result in a coordinated effort by City environmental agencies to facilitate the design of environmentally sustainable municipal buildings.

Amount of Grant Funding Applied for: \$100,000

Maximum Funding Amount Available: \$100,000

Required Matching Funds: In - kind associated with existing ongoing projects acceptable

Number of Positions Created and Funded: 1.18 FTE

Amount to be Spent on Contractual Services: \$5,000

Will Contractual Services be put out to Bid? Yes

Grant Application Information Form
Page 2

Term of Grant: October 1995 - December 1996

Date Department Notified of Available funds: July 1995

Application Due Date: September 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The Urban Consortium Energy Task Force

The Urban Consortium Energy Task Force (UCETF) has the formal mission to develop, apply and transfer and commercialize practical technologies and advanced management techniques that aid effective energy management in America's major cities and urban counties. The participants in UCETF programs endeavor to improve the mix and efficiency of energy use both in local government operations and for the community as a whole.

The program concentrates on three general objectives as defined by the Urban Consortium membership:

Definition of urban energy problem(s) - identifying critical and common urban needs in energy management and technology that can be addressed through projects led by city or county staff

Support for problem resolution - developing and adapting innovative technology and advanced management practices that enhance local staff capabilities improve financial management and increase effective private public cooperations and

Transfer and/or commercialization of successful results - evaluating results to generalize, combine and consolidate those results for transfer, commercialization and replication in other cities and counties

These objectives guide the program's strategic direction and funding priorities. Project proposals will be selected for the 1995 program through an extensive peer review process that will assure consistency with these objectives.


Department of Head Approval

h:p80/4/1/grntapp

Memo to Government Efficiency and Labor Committee
October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1f - File 130-95-2

Department: Adult Probation

Item: Resolution authorizing the Chief Adult Probation Officer to apply retroactively and to accept and expend funds in the amount of \$5,000,000 at the rate of \$1,000,000 per year for five years which includes indirect costs of \$250,000 based on five percent of the total project costs of \$5,000,000 made available through the Federal Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, through the Center for Substance Abuse Treatment (CSAT) for a project entitled "San Francisco Adult Probation Department Criminal Justice Network Treatment Grant for Women."

Grant Amount: \$5,000,000

Grant Period: September 30, 1995 through September 29, 2000 (five years)

Source of Funds: Federal Health and Human Services,
Center for Substance Abuse Treatment (CSAT) through the
State of California Department of Alcohol and Drug
Programs (DADP)

Project: San Francisco Adult Probation Department Criminal Justice
Network Treatment Grant for Women.

Description: The purpose of the grant is to develop a Criminal Justice Network Treatment Plan ("Network") for women in San Francisco who have substance abuse problems and are involved in the criminal justice system. The primary goal of the Network is to improve access to treatment, to improve treatment outcomes, to maintain community safety, and reduce the cost of treatment. To achieve this objective the Adult Probation Department plans to develop a series of initiatives including (a) interdisciplinary training for staff in the criminal justice, substance abuse treatment, supportive service, and child welfare systems, and (b) integration of planning and coordination between and among these systems to maximize existing resources and to facilitate access for users of these systems.

During Year 1 of the grant period, the Adult Probation Department will create an integrated, intersystem outreach, assessment, treatment, and supervision model which will be used to assist women move through the criminal justice system and into the services they need. The grant will also provide funding to expand existing substance abuse

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Memo to Government Efficiency and Labor Committee
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treatment options for women. The Budget for Year 1 funding is as follows:

Budget For First Year:

	<u>FTE</u>	<u>Expense</u>
<u>Personnel</u>		
Project Director	1.0	\$47,000
Probation Officer	1.0	45,821
Division Director	0.05	2,818
Accountant	0.5	17,554
Admin. Assistant	<u>1.0</u>	<u>25,551</u>
Total Personnel	3.55	\$138,744
Fringe Benefits (22%)		30,076
<u>Operating Costs</u>		
Travel		7,500
Equipment		45,200
Supplies		<u>60,000</u>
Total Operating Costs		112,700
<u>Contractual Services</u>		
Evaluation		200,000
Planning Consultant		36,600
Work-Orders (District Attorney, Public Defender & Social Svcs.)		75,000
Network Training Consultant		30,000
Dept. Training Consultant		40,000
Treatment Services		236,580
Marketing Consultant		15,000
Computer Programming Training		24,800
Urinalysis		<u>10,500</u>
Total Contractual Services		<u>668,480</u>
State DADP Administrative Costs (2% of total grant)		\$23,120
TOTAL DIRECT COSTS		950,000
INDIRECT COSTS (5% of total grant)		<u>50,000</u>
Total		\$1,000,000

Required Match: None

Indirect Costs: \$50,000 (5 percent of Year 1 funding)

Comments: 1. Mr. Roy Ellender of the Adult Probation Department advises that the Department is only able to provide adequate

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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budget detail for Year 1 of the proposed five-year grant period. Therefore, the title of the legislation should be amended to (1) authorize the Department to apply retroactively for the five-year Adult Probation Network Treatment Grant, and (2) to accept and expend \$1,000,000 for Year 1 of the proposed five-year grant.

2. Mr. Ellender advises that the \$7,500 budgeted for travel will be used to pay for two persons to attend two meetings in Washington D.C., as required by the funding agency, (\$4,000 for air fare plus \$1,500 for lodging). Also included in the travel request is approximately \$2,000 for local travel, reimbursed at .30 per mile.

3. Mr. Ellender advises that the \$42,200 for equipment includes: (a) 10 personal computers, (\$16,000) (b) 10 printers, (\$8,000) (c) telephone and modem line wiring, (\$12,500) and (d) software and software licensing fees (\$5,700). Mr. Ellender advises that the computers and printers will be used by agencies participating in the development of the Network, so that these agencies will have access to the Adult Probation Department's tracking system. Ms. Deborah Vincent-James of the Electronic Information Steering Processing Committee (EIPSC) advises that the Department does not need EIPSC approval for the purchase of the equipment identified above because the total number of personal computers and printers does not exceed 20, the threshold below which a department does not need EIPSC approval.

4. Mr. Ellender advises that the \$60,000 for Supplies, includes (a) \$10,000 for telephone and modem line charges, (b) \$10,000 for postage and copying costs, (c) \$30,000 for printing costs, and (d) \$10,000 for office supplies.

5. As of the writing of this report, of the total amount of \$668,480 budgeted for contractual services, the Department has only provided specific budget detail for \$236,600, including (a) the Evaluation Component, (\$200,000), and (b) the Planning Consultant, (\$36,600). Therefore, an amount of \$431,880 should be reserved pending the selection of contractors/consultants, submission of cost details, and the contractor/consultant MBE/WBE status. The budget details for the Evaluation Component and the Planning Consultant are discussed below.

6. The Department has selected the University of California, Institute for Health Policy Studies on a sole-source basis to provide the evaluation component for the grant. Mr.

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Memo to Government Efficiency and Labor Committee
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Ellender advises that the funding agency mandated that 20% of each year's funding be allocated towards the evaluation of the success of the grant project. Mr. Ellender advises that the funding agency, the Federal Center for Substance Abuse Treatment, requested that the Adult Probation Department select the University of California, Institute for Health Policy Studies, (UC) because (1) UC has specific expertise in the area of criminal justice evaluations, and (2) UC is providing a similar evaluation component for the Department of Public Health's Target Cities project, which is a component of the Network Treatment Grant Project. UC will receive an amount of \$200,000, including (a) \$166,729 for Personnel for approximately 2,565 hours @ an average rate of approximately \$65 per hour, (b) \$5,800 for Travel, including \$4,800 for airfare for four trips to Washington D.C, plus \$1,000 for local travel, (c) \$11,039 for Supplies, including office supplies, postage, printing, telephone and modem line charges, and computer network service charges, (d) \$15,682 for Rent, and (e) \$750 for the reimbursement of 50 individuals to participate in interviews as part of the evaluation.

7. Mr. Ellender advises that the Department has selected Gibson and Associates on a sole source basis to be the Planning Consultant because of Gibson & Associate's specific expertise of the City's criminal justice system. Gibson and Associates is not an MBE/WBE firm. Mr. Ellender advises that Gibson & Associates will receive an amount of \$36,600 (720 hours @ approximately \$50 per hour, plus \$600 for expenses, including travel, parking, duplication, and postage).

Recommendation:

1. As discussed in Comment No. 1 above, amend the proposed resolution to (1) authorize the Department to apply retroactively for the five-year Adult Probation Network Treatment Grant, and (2) to accept and expend \$1,000,000 for Year 1 of the proposed five-year grant.
2. Amend the proposed resolution to reserve an amount of \$431,880 pending the selection of consultants, the submission of cost details, and the MBE/WBE status of the consultants.
3. Approve the resolution as amended.

Memo to Government Efficiency and Labor Committee
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Item 1g - File 146-95-17

Department: Department of Public Health (DPH)

Item: Resolution authorizing the acceptance and expenditure of State grant funds by the Department of Public Health for FY 1995-96.

Description: Under Section 11.1 of the Administrative Provisions of the FY 1995-96 Annual Appropriation Ordinance, as previously approved by the Board of Supervisors, 33 recurring grants included in DPH's 1995-96 budget have met the requirements of Section 10.170 of the San Francisco Administrative Code, which outlines the guidelines and regulations for the City's application and receipt of grant funds.

Since these grant funds were included in the FY 1995-96 budget and since the Board of Supervisors authorized the budgetary expenditures for such grants, the DPH, in accordance with Section 11.1 of the Administrative Provisions of the Annual Appropriation Ordinance, is not required to submit separate resolutions to the Board of Supervisors seeking authorization to accept and expend each of these recurring grants. However, according to the DPH, State regulations require that acceptance and expenditure of any State grant by a local jurisdiction must be accompanied by a resolution of the local governing body. As such, the proposed resolution would authorize the DPH to accept and expend the 33 recurring grants, totaling \$18,578,891, which are included in the DPH's FY 1995-96 budget and are identified in Schedule A of the proposed resolution (see Attachment).

Comments:

1. Of the 33 grants, 18 include indirect costs totaling \$843,382. A total of ten grants provide funding in the total amount of \$6,151,132 for AIDS/HIV treatment, prevention, research, testing and other support services. This \$6,151,132 represents 33 percent of the overall \$18,578,891 amount of the 33 grants.
2. As noted above, approval of this legislation would be consistent with the Administrative Provisions of the Annual Appropriation Ordinance as previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A

Program/ Sub-Program	Agency	State	FY 95-96 Contract #	FY 95-96 Grant Term	FY 95-96 Grant Amt.	Indirect Cost Information	Title, Services, FY 1995-96
PREVENTION: Disease Control/ AIDS	State	Not Available	7/1/95-6/30/96	\$286,595	-0-	No indirect costs; direct services costs only	Primary Care, Early Intervention services to prevent/slow progression of disease.
PREVENTION: Disease Control/AIDS	State	Not Available	10/1/95-9/30/96	\$1,914,223	-0-	No indirect costs; direct services costs only	AIDS drug program for low income residents of S.F.
PREVENTION: Disease Control/AIDS	State	Not Available	7/1/95-6/30/96	\$1,125,069	-0-	No indirect costs; direct services costs only	CARE Title II - Year 0405 Comprehensive AIDS resources emergency disaster relief.
PREVENTION: Disease Control/AIDS	State	Not Available	7/1/95-6/30/96	\$790,000	\$25,497	20% of Salaries	State Education and Prevention Coordination, quality assurance and HIV/AIDS education services to targeted populations.
PREVENTION: Disease Control/ AIDS	State	Not Available	7/1/95-6/30/96	\$349,200	-0-	All costs are for AIDS infra-structure support only	Local Assistance Block Grant AIDS Office Infrastructure support.
PREVENTION: Disease Control/AIDS	State	Not Available	7/1/95-6/30/96	\$763,980	\$33,460	20% of Salaries	HIV Testing Program Anonymous and confidential HIV testing services.
CNHS	State	18714	7/1/95-6/30/96	\$128,065	-0-	No indirect costs; direct services costs only	Vocational Services/State Rehabilitation Job program for psychiatric clients.

**CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A**

Program/ Sub-Program	Agency	State	FY 95-96	FY-95/96	FY-95/96	Indirect Cost	Title, Services, FY 1995-96
		Contract #	Grant Term	Grant Amt.	Indirect Costs	Information	
CMHS	Fed/State	Not Available	7/1/95-6/30/96	\$173,604	\$3,575	2.06% of Grant Allocation	McKinley Homeless PATH Mental health services for mentally ill who are homeless or at risk of becoming homeless.
CMHS	State	Not Available	7/1/95-6/30/96	\$100,000	\$2,000	2% of Grant Allocation	Adult Day Care services to people with HIV/AIDS.
CMHS	State	Not Available	7/1/95-6/30/96	\$164,000	\$3,280	2% of Grant Allocation	AIDS Dementia & Residential Support Services AIDSARC/HIV mental health residential and adult day services.
CMHS	Fed/State	Not Available	7/1/95-6/30/96	\$760,268	\$0	No Indirect costs; direct services costs only	SAMHSA - System of Care Services to seriously mentally ill adults, older adults, and youth who have serious emotional problems, and their families.
CMHS	Fed/State	Not Available	8/1/95-7/31/96	\$481,681	\$0	No Indirect costs; direct services costs only	SAMHSA - Family Mosaic Project Services to children and youth who are seriously and emotionally disturbed and their families.
PREVENTION:	BEHM	State	5-012-560-0	7/1/95-6/30/96	\$450,000	\$70,727	21% of Salaries and Fringes LUST-LOP Project Local oversight of cleanup activities at leaking underground storage tank sites.
PREVENTION:	EMSA	State	EMS-2045	7/1/95-6/30/96	\$77,000	\$13,500	10% of Direct Costs Paramedic Pediatric Training Development of uniform prehospital treatment protocols.

**CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A**

Program/ Sub-Program	Agency	State	FY 95-96	FY-95/96	FY-95/96	Indirect Cost	Title, Services, FY 1995-96
		Contract #	Grant Term	Grant Amt.	Indirect Costs	Information	
PREVENTION: EMSA	State	CP9411	10/1/95-9/30/96	\$120,500	-0-	-0-	Traffic Safety Program (OTS) Citywide traffic injury prevention program.
COMMUNITY AMBULATORY CARE: Corp. Admin.	Fed/State	Not Available	10/1/95-9/30/96	\$29,445	\$2,945	10% of Costs	Preventive Health and Health Services Block Grant Health Incentives - 314D Funds
PREVENTION: Health Education	State	89-97927	7/1/95-6/30/96	\$313,745	\$30,558	15% of Salaries	Financial assistance to local health agencies for support of comprehensive health services.
CSAS	Fed/State	1-JJ95-T1 00669-04	10/1/95-9/30/96	\$2,500,000	-0-	No Indirect costs; direct services costs only	AB 75 Health Education Tobacco Control Target City - Year 3 Centralized substance abuse treatment enhancement and placement
CSAS	State	Not Available	10/1/95-9/30/96	\$184,573	-0-	No Indirect costs; direct service costs only	Prevention of Substance Abuse for Youth Substance abuse prevention services for middle and high-school youth.
COMMUNITY AMBULATORY CARE: Primary Care	State	94-20393	10/1/95-9/30/96	\$568,180	-0-	No indirect costs; direct services costs only	Breast and Cervical Cancer Control Program (BCCCP) Outreach, education, screening and follow-up for low income women.

**CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH**

RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A

Program/ Sub-Program	Agency	State	FY 95-96 Contract #	FY-95/96 Grant Term	FY-95/96 Grant Amt.	Indirect Cost Information	Title, Services, FY 1995-96
COMMUNITY AMBULATORY CARE: Primary Care	State	Not Available	10/1/95-9/30/96	\$110,000	-0-	No Indirect costs; administrative costs to contractors only	CDC Basic Refugee
COMMUNITY AMBULATORY CARE: Primary Care	State	Not Available	10/1/95-9/30/96	\$250,000	-0-	No Indirect costs; administrative costs to contractors only	TB/communicable disease control, health education and counseling services to refugees.
PREVENTION: Maternal & Child Health	State	95-22913	10/1/95-9/30/96	\$1,881,975	\$134,349	10% of Salaries	Immigrant Public Health services and refugee preventive health services.
PREVENTION: Maternal & Child Health	State	Not Available	7/1/95-8/30/96	\$455,000	\$2,780	1% of Salaries	WIC Program Nutrition services to women and infants and children under age five.
COMMUNITY AMBULATORY CARE: Primary Care	State	95-22833	7/1/95-6/30/96	\$12,708	\$938.	10% of Total Costs	Dental Education Services Education screening and follow-up services for pre- and elementary school children.

**CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A**

Program/ Sub-Program	Agency	State	FY 95-96	FY-95/96	FY-95/96	Indirect Cost	Title, Services, FY 1995-96
		Contract #	Grant Term	Grant Amt.	Indirect Costs	Information	
PREVENTION: Maternal & Child Health	State	95-22520	7/1/95-6/30/96	\$417,000	\$28,580	10% of Salaries	Perinatal MCH Allotment Coordination and advocacy for programs and services targeting women and children. Fetal/infant death review. Prenatal care guidance, and toll-free line.
PREVENTION: Disease Control/AIDS	State	TBCSF 58-38	7/1/95-6/30/96	\$258,763	-0-	No Indirect costs, direct services only	Tuberculosis Subvention Outreach services to at-risk populations and the Directly Observed Therapy Program (DOT) for gathering data on drug resistant cases.
PREVENTION: Maternal & Child Health	State	Not Available	7/1/95-6/30/96	\$2,763,232	\$424,104	25% of Salaries	CHDP - EPSDT - PHN - PCG Child health and disability prevention services.
PREVENTION: Maternal & Child Health	State	95-22520	7/1/95-6/30/96	\$136,375	\$1,631	10% of Salaries	Black Infant Health Education, support and case management to African-American pregnant women and their infants. City wide task force.

9/22/95

**CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH**
RECURRING FY 1995-96 STATE GRANTS - SCHEDULE A

Program	Agency	State	FY 95-96	FY 95/96	FY 95/96	Indirect Cost	Title, Services, FY 1995-96
Sub-Program		Contract #	Grant Term	Grant Amt.	Indirect Costs		
PREVENTION:							
Disease Control/AIDS	State	94-20906	7/1/95-12/31/95	\$231,775	\$14,911	15% of Salaries	Hepatitis B Demonstration
							Hepatitis B immunization of all infants in S.F. and of 12 year olds at selected S.F. schools.
							Note: This Grant expires on 12/31/95.
PREVENTION:							
Disease Control/AIDS	State	95-22789	7/1/95-6/30/96	\$211,462	-0-	No Indirect costs; direct services only	Immunization Services
							Administer an immunization program against nine vaccine-preventable diseases and perinatal Hepatitis B services to children.
PREVENTION:							
Disease Control/AIDS	State	Not Available	7/1/95-6/30/96	\$92,000	\$10,012	25% of Salaries	HIV Children's Program
							HIV screening and diagnostic services to children at risk of HIV.
PREVENTION:							
BEHM	State	Not Available	7/1/95-6/30/96	\$649,076	\$40,525	15 % of Salaries	Lead Poisoning Case Management
							Identifying and managing cases of children with elevated levels of lead in blood.
TOTAL				\$18,578,891	\$943,382		

Memo to Government Efficiency and Labor Committee
October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1h - File 146-95-18

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health to apply for retroactively, accept and expend a grant of \$9,992, which includes indirect costs in the amount of \$550, based on 10% of salaries, from the California Department of Health Services, State and Local Injury Control Section, for expansion of the Community and Home Injury Prevention Project for Seniors; providing for ratification of action previously taken.

Grant Amount: \$9,992

Grant Period: October 30, 1995 to April 30, 1997

Source of Funds: California Department of Health Services, State and Local Injury Control Section

Project: Community and Home Injury Prevention Project for Seniors

Description: The proposed resolution would authorize the Department of Public Health (DPH), Community Public Health Services Bureau of Health Promotion and Education to apply for retroactively and accept and expend a grant from the California Department of Health Services. The proposed grant funds, in the amount of \$9,992, would be used to provide for the expansion of the Community and Home Injury Prevention Program for Seniors (CHIPPS). The CHIPPS program seeks to prevent injury to seniors by: a) increasing awareness among seniors and their caregivers that injuries are preventable, b) developing and disseminating simple ways to recognize and correct injury hazards, and c) providing training and resources to health professionals and the public. CHIPPS' main objective under the proposed grant funds is to develop and disseminate a report, focusing on injuries to seniors, to assist community organizations and funding agencies in targeting their injury prevention services and grant awards more effectively.

Memo to Government Efficiency and Labor Committee
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Budget:	Personnel Epidemiologist I	FTE .13	\$5,502
<u>Operating Costs</u>			
Printing (printing of injury report)		\$2,000	
Travel (dissemination of injury report to various local agencies and the community)		<u>440</u>	
Total Operating Costs			2,440
<u>Other</u>			
Safety Resources			
grab bars (40 grab bars @ \$25/per grab bar)		1,000	
non-skid shoe pads (500 pairs of non-skid shoe pads @ \$1/per pair)		500	
Indirect Costs (10% of Total Personnel)		<u>550</u>	
TOTAL GRANT BUDGET:			<u>\$9,992</u>

Required Match: None

Indirect Costs: \$550 - 10% of Total Personnel Cost of \$5,502

Comments:

1. The DPH reports that the application for the proposed grant funds was submitted in August of 1995. As such, the proposed resolution authorizes the DPH to apply for the proposed grant funds retroactively.
2. According to Mr. Garth Collins of the DPH, the Safety Resources (40 grab bars and 500 pairs of non-skid shoe pads) will be distributed to a maximum of 540 San Francisco seniors.
3. The Summary of Grant Request, as prepared by the DPH, is attached.
4. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

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Grantor: Dept. of Health Services
 Contact Person: Pamela Shipley
 Address: 601 North 7th Street, MS 725
 P. O. Box 942732
 Amount Requested: \$ 10,000
 Term: From Oct. 30, 1995 To April 30, 1997

Division: Community Public Health Services
 Section: Bureau of Health Promotion
 Contact Person: Garth Collins
 Telephone: (415) 554-2742
 Application Deadline: August 28, 1995
 Notification Expected: _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
(Circle or Underline) (augmentation to a) grant in the amount of \$ _____ from the period of
to _____ to provide _____ services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To expand the Community and Home Injury Prevention Program for Seniors (CHIPPS)
which seeks to prevent injury to seniors by: increasing awareness among seniors
and their caregivers that injuries are preventable; developing and disseminating
simple ways to recognize and correct injury hazards; and providing training and
resources to health professionals and the public.

III. Outcomes/Objectives:

1. Expanding local surveillance of injury in the elderly. 2. Developing & disseminating a report focusing on injuries to seniors as a basis for advocacy both within the Health Department and to funding institutions and the community. 3. To increase active community participation in CHIPPS educational activities and to change community norms to reflect an increased understanding of the seriousness and preventability of injuries to seniors.

IV. Unable to expand CHIPPS services.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Yr/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved By</u>
Grant Amount	N/A	N/A	\$9,992	0	N/A	
Personnel	N/A	N/A	5,502	0	N/A	
Equipment						
*Contract Svc.						
Mat. & Supp.			2,000			
Facilities/Space						
Other			440			
Indirect Costs			550			

VI. Data Processing

(costs included above)

VII. Personnel

F/T Civil Service	<u> </u>					
P/T Civil Service	N/A	N/A	20% x 8 mo.			
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 General Fund

Will grant funded employees be retained after this grant terminates? If so, How?
 No

*VIII. Contractual Services: Open Bid N/A Sole Source _____ (if sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
October 24, 1995 Government Efficiency and Labor Committee Meeting

Item 1i - File 150-95-4

Department: Recreation and Park Department

Item: Resolution authorizing the Recreation and Park Department to apply for grant funds of \$220,000, waiving indirect costs, from the State Habitat Conservation Fund Program, for India Basin Wetlands Restoration Project, Site 2.

Grant Amount: \$220,000

Grant Period: January 1996 to January 1999, or three years from date of award

Source of Funds: State Habitat Conservation Fund, 1990 California Wildlife Protection Act

Project: India Basin Wetlands Restoration Project, Site 2

Description: The 1990 California Wildlife Protection Act provides funds for grants to local agencies to acquire and/or develop facilities for public open space and wildlife habitat protection purposes.

The City acquired the India Basin land, located in the area of Innes Avenue and Hunters Point, with monies from the San Francisco Open Space Fund. The City owns two parcels, separated by a privately owned boat yard, stretching from PG & E's property line on the north side to Hunters Point Naval Shipyard on the south. This area is the only Bay shoreline held by the Recreation and Park Department, and is planned for use as a public park and wildlife habitat area.

India Basin had been used for many years as a dumping ground and squatter's settlement and requires substantial restoration work. The initial part of this restoration work was funded in 1992 with a grant from the State Habitat Conservation Fund of \$150,000, plus monies from the San Francisco Open Space Fund, and involved removing beached and submerged boats in the area, cleaning the beach and offshore area of debris, and constructing footpaths, parking, and park benches on the northern parcel, known as Site 1.

The proposed grant of \$220,000, plus funds to be requested from the 1996-97 San Francisco Open Space Fund in the amount of \$257,048, for a total project cost of \$477,048, will fund the India Basin Wetlands Restoration Project, Site 2, consisting of grading and erosion control work, installation of a shoreline footpath and irrigation systems, and planting with grasses and other vegetation on the southern parcel.

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Budget: Site 2 Cost Estimate

Contractual Services	
Demolition, grading, pathway	\$188,680
Construction of Entry Plaza	20,000
Irrigation and Planting	<u>225,000</u>
Sub-total	\$433,680
Contingency of 10%	<u>43,368</u>
TOTAL	\$477,048

Required Match: \$257,048 to be requested from the 1995-96 San Francisco Open Space Fund

Indirect Costs: The State does not allow indirect costs to be included in grants proposed from this source.

Comments:

1. The grant application waives indirect costs, as the State does not allow indirect costs to be included in grants from the Habitat Conservation Fund.
2. Ms. Elaine Molinari of the Recreation and Park Department advises that the Department has not yet developed a Request for Proposal (RFP) on this project, as there is no certainty that the grant application will be approved. If the grant application is approved, the Department will conduct an RFP process, and will submit a request to accept and expend the funds to the Board of Supervisors which will include budget details, the names of contractors, and the MBE/WBE status of contractors for the project.
3. The Disability Access Checklist for this project is in the Clerk of the Board's file.
4. The Recreation and Park Department has already submitted this grant application to meet a State deadline of October 1, 1995. Therefore, the Board of Supervisors authorization to apply for this grant should be made retroactive to that date.

Recommendations:

1. Amend the resolution to provide for approval of the grant application retroactive to October 1, 1995.
2. Approve the proposed resolution, as amended.

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Item 2 - File 169-95-3

Department: Art Commission
Street Artist Program

Item: Resolution designating temporary selling spaces in the downtown area and at Harvey Milk Plaza for Street Artists certified by the Art Commission, for the 1995 Christmas season, beginning on November 15, 1995 and ending on January 15, 1996.

Description: The Street Artists Ordinance, adopted by the San Francisco electorate in 1975, authorizes the Board of Supervisors to designate, by resolution, areas where certified Street Artists or Craftspersons may sell arts and crafts items.

According to the Art Commission, the Christmas holidays are the Street Artists' busiest selling period. The Art Commission is recommending renewal of the prior year's 59 temporary selling spaces in the downtown area plus seven new temporary spaces at the Harvey Milk Plaza, for a total of 66 temporary spaces for the period November 15, 1995 to January 15, 1996. This is the 14th consecutive year that the Art Commission is submitting a request for temporary selling spaces for Street Artists for the Christmas holidays. The prior year's 59 temporary selling spaces in the downtown area plus the seven new temporary spaces at the Harvey Milk Plaza, are as follows:

No. of Spaces

12	- Market Street, south side, 4th to 5th Streets
5	- Market Street, north side, Montgomery to Kearny Streets
2	- Market Street, north side, Grant to Kearny Streets
10	- Market Street, north side, Battery to Sansome Streets
4	- Market Street, south side, 2nd to 1st Streets
3	- Sutter Street, south side, at Market Street
5	- Stockton Street, west side, Post to Sutter Streets
1	- Stockton Street, east side, Post to Sutter Streets
6	- Stockton Street, east side, O'Farrell to Geary Streets
3	- Stockton Street, east side, Market to O'Farrell Streets
1	- Post Street, south side, Grant to Kearny Streets
5	- California Street, north side, Sansome to Montgomery Streets
2	- California Street, south side Sansome to Montgomery Streets
3	- Harvey Milk Plaza (upper level)*
4	- Harvey Milk Plaza (lower level)*
66	Total

* Seven new selling spaces

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Comments:

1. The proposed legislation would also authorize the exemption from the provisions of Police Code Section 2405 (c)(8)(1) of six of the above-noted 66 temporary spaces, as follows: (1) five temporary spaces on the west side of Stockton Street between Post and Sutter Streets and (2) one temporary space on the east side of Stockton Street between Post and Sutter Streets. Section 2405 (c)(8)(1) of the Police Code prohibits Street Artists from selling, offering for sale or soliciting offers to purchase on any sidewalk adjacent to a curb which has been designated as a white zone (passenger unloading zone).
2. Mr. Howard Lazar of the Street Artist Program of the Art Commission advises that there are currently eight permanent Street Artist selling spaces in the Stockton Street vicinity, which are adjacent to white zones. Mr. Lazar advises that no complaints have been registered against the Street Artists located at these sites for obstructing passenger unloading. According to Mr. Lazar, the width of the sidewalk, together with the fact that the Street Artists' displays are required to be positioned five feet apart, essentially allows for sufficient space for passengers to unload without being obstructed by the Street Artists' displays.
3. Additionally, the proposed legislation would authorize the exemption from the provisions of Police Code Section 2405 (c)(6) of 12 of the above-noted 66 temporary spaces, as follows: (1) one temporary space on the west side of Stockton, between Post and Sutter Streets, (2) two temporary spaces on the east side of Stockton Street between Market and O'Farrell Streets, (3) five temporary spaces on the south side of Market Street between 4th and 5th Streets and (4) four temporary spaces in the lower level of Harvey Milk Plaza. Section 2405 (c)(6) of the Police Code prohibits Street Artists from selling, offering for sale or soliciting offers to purchase on any sidewalk within 12 feet from the outer edge of any entrance to a building.
4. According to Mr. Lazar, of the 12 above-noted temporary spaces, the eight spaces located in the downtown area will be located in the exact same areas of the sidewalk that they have occupied during the five previous Christmas holidays.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 4 - File 97-95-57

Department: Department of Public Health (DPH)

Item: Ordinance amending Chapter 19A, Article I of the Administrative Code by adding Section 19A.35 to permit the Department of Public Health to enter into agreements, retroactive to April, 1994, with the State Department of Health Services (SDHS).

Description: Mr. David Counter of the Management Information Systems Division of the DPH, advises that DPH entered into an informal verbal agreement with the State DHS in April of 1994 to permit the DPH to access the State's Medi-Cal California Eligibility Verification and Claims Management System. This system specifically provides DPH staff access to Medi-Cal patient eligibility and Medi-Cal patient share of cost data at the point of service. Under the terms of the agreement, the DPH currently pays the State DHS \$606.78 monthly or \$7,281.36 annually for access to the Medi-Cal California Eligibility Verification and Claims Management System.

Mr. Counter advises that the SDHS recently developed a written agreement for the City's access to the Medi-Cal California Eligibility Verification and Claims Management System, which will be retroactive to April of 1994. This agreement contains a hold harmless clause, which requires the approval of the Board of Supervisors. The proposed ordinance would amend the Administrative Code to permit the DPH to enter into the proposed agreement and any future Medi-Cal California Eligibility Verification and Claims Management System agreements containing a hold harmless clause, retroactive to April of 1994.

The hold harmless clause contained in the agreement provides that the City agrees to hold the State DHS harmless from any and all claims, actions, damages, or losses which may be brought against the State DHS for the negligent, improper or unauthorized use or dissemination by the City of information furnished to the City by the State DHS under the agreement.

Comment: Ms. Paula Jesson of the City Attorney's Office advises that the proposed hold harmless clause would not expose the City to any undue risk and that it is reasonable for the City to enter into the proposed hold harmless clause contained in the above-noted agreement.

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Recommendation: Approval of the proposed ordinance to permit the DPH to enter into the above-noted agreements containing a hold harmless clause is a policy matter for the Board of Supervisors.

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Item 6 - File 64-95-9

Department: Mayor's Office of Children, Youth and Their Families (MOCYF)

Item: Resolution authorizing a new lease of real property at 1390 Market Street, San Francisco, for the Mayor's Office of Children, Youth and Their Families.

Location: 1390 Market Street, Suites 918 and 924

Purpose of Lease: Office space for the Mayor's Office of Children, Youth and Their Families

Lessor: Calfox, Inc. (managing agent for the landlord - Polk Market Company)

Lessee: Mayor's Office of Children, Youth and Their Families (MOCYF)

No. of Sq. Ft. and Cost Per Month: 4,991 square feet at approximately \$1.32 per square foot per month or \$6,563.17 per month.

Annual Cost: \$78,758

Term of Lease: December 1, 1995 (or commencing immediately after the completion of leasehold improvements or upon delivery of a fully executed copy of the lease, whichever is later) through November 30, 2000, a period of five years.

Utilities and Janitor Provided by Lessor: Yes.

Right of Renewal: Option to extend the term of the lease for one additional period of two years at 95 percent of the fair market rent when the option is exercised.

% Increase over the Current lease: The annual lease cost of \$78,758 per year is approximately 91 percent or \$37,493 greater than the \$41,265 annual cost of the MOCYF's existing lease at 10 United Nations Plaza.

Source of Funds: Included in the MOCYF's FY 1995-96 budget, funded through the Children's Fund (Proposition J).

Description: The Mayor's Office of Children, Youth and Their Families (MOCYF) currently occupies 2,751 square feet of office space at 10 United Nations Plaza. Therefore, the proposed

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lease of 4,991 square feet would provide an additional 2,240 square feet (an increase of approximately 81 percent of square footage space).

According to Mr. Alan Smith of the MOCYF, the MOCYF is requesting approximately 81 percent more space under the proposed lease because when the MOCYF was created after the passage of Proposition J, only five staff members used the existing 2,751 square feet of office space (approximately 550 square feet of office space per employee). Mr. Smith reports that due to staff increases in the Children's Program, 12 employees, plus various special programs occupy the existing space at 10 United Nations Plaza. These special programs, occupying the existing space, are as follows, according to Mr. Smith:

- Two staff members from "Economic Opportunities 1000" a job placement program, which requires space to interview program applicants (currently in the existing site);
- One staff member that acts as coordinator of the Visitation Valley Task Force;
- Four to ten staff members who administer a City summer USDA food program (April through September);
- Four interns that work in conjunction with the Collaborative Planning Commission which establishes children's policy.

Therefore, the average amount of square footage per person in the existing site is approximately 145 per employee (assuming 12 permanent MOCYF staff plus 7 program staff, totaling 19 employees). During April through September, the average amount of existing space is between 95 square feet to 120 square feet per employee.

Mr. Smith reports that because of overcrowding at the existing space, the MOCYF proposed to relocate to a larger area.

The proposed new site will contain two conference rooms. Mr. Smith reports that there is no usable space for conference rooms in the existing site. Mr. Smith states that the MOCYF administers between 60 and 70 contracts which require frequent meetings. In addition, the job placement program, "Economic Opportunities 1000" requires conference room space, as well as the USDA

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sponsored City food program to distribute food. Currently, Mr. Smith indicates that the MOCYF must find alternative meeting sites, which is often difficult.

The proposed amount of square footage per employee, will be approximately 263 square feet per employee at the proposed site (19 positions), versus 145 square feet per employee at the existing site, an increase of 118 square feet per employee. During the summer months, the proposed square feet per employee will be between 172 and 217 square feet per employee, an increase of between 77 and 97 square feet per employee (based upon an estimated 172 to 217 square feet per person in the proposed site less 95 square feet to 120 square feet in the existing site). However, the specific number of employees using the office during the summer will vary.

In addition, Mr. Smith indicates that four project staff members will coordinate child care programs in San Francisco (funded through the Carnegie Foundation). These employees do not occupy the existing space, but are proposed to share the new site at 1390 Market Street. The hiring date and the duration of employment of the new employees has not been determined.

Comments:

1. Mr. Smith was unable to specify the amount of relocation expenses associated with the proposed new lease. However, Mr. Smith indicates that the MOCYF budgeted for an entire year the higher rental rate of approximately \$6,563 per month, and since the department is not anticipated to relocate to the new site until December 1, 1995, there will be some savings achieved. Therefore, Mr. Smith anticipates having sufficient funds within the MOCYF's FY 1995-96 budget to pay for these relocation expenses.
2. According to Mr. Hoppe, the monthly rental rate of \$1.32 per square foot per month represents the fair market value of the property.
3. Mr. Smith reports that the MOCYF had originally intended to use an additional adjacent office at 10 United Nations Plaza, but this space has been rented instead to the San Francisco AIDS Foundation. Therefore, because of a lack of available space at 10 United Nations Plaza, the MOCYF is proposing to relocate to a new site which will accommodate the staff increases and new programs.
4. Mr. Smith indicates that the MOCYF anticipates receiving reimbursement from outside agencies such as the

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USDA and the Carnegie Foundation, for their use of the proposed new office space. However, the specific amount of reimbursements have not yet been formalized.

5. In summary the proposed lease will contain 81 percent more space and would cost 91 percent more than the existing lease. However, this is caused by staff increases and the use of the site by other programs as explained above.

Recommendation: Approval of the proposed lease is a policy matter for the Board of Supervisors.

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Item 7 - File 64-95-10

Departments:	Real Estate Department Ethics Commission
Item:	Resolution authorizing a new lease of real property at 1390 Market Street for the Ethics Commission.
Location:	Suite 701, 1390 Market Street (Fox Plaza), at Polk Street
Purpose of Lease:	Office space for the Ethics Commission
Lessor:	CALFOX, Inc.
No. of Sq. Ft. and Cost Per Month:	Approximately 963 square feet at \$1.28 per square foot or \$1,237 per month
Annual Cost:	\$14,844 per year during the initial base year of January 1, 1996 through December 31, 1996, plus any operating expense pass-through increases after the base year. There are no consumer price index or other rent escalations permitted during the term of the lease.
Utilities and Janitor Provided by Lessor:	Yes
Percentage Increase over Current Lease:	The Ethics Commission is currently located in the War Memorial Building and does not incur any costs for rent. The proposed lease would provide 963 square feet of office space, or 754 square feet (361 percent) more than the existing War Memorial space which provides 209 square feet.
Term of Lease:	The proposed lease would commence on or about December 1, 1995 and expire on November 30, 2000 (five years).
Right of Renewal:	The City would have the option to extend the term of the lease for a five year period at 95 percent of the then current market rate. The Director of Property would have the authority to exercise this option. The Real Estate Department advises that the fair market rent would be determined through mutual negotiations between the City and the Lessor.

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Source of Funds: General Fund. Included in the Ethics Commission's FY 1995-96 budget.

Description: The Ethics Commission was established in November, 1993, with the passage of Proposition K by the San Francisco voters.

The Ethics Commission currently occupies approximately 209 square feet of office space in Room 303, in the War Memorial Building at 401 Van Ness Avenue. The Ethics Commission is currently staffed with four employees and occupies the space in the War Memorial Building rent-free.

The proposed rental lease will include mutual hold harmless language for CALFOX, Inc. and the City, approved by the Director of Property and the City Attorney.

Comments: 1. The Ethics Commission is currently budgeted for four staff positions. According to Ms. Jane Rubin of the Ethics Commission, two staffpersons were employed during FY 1994-95 and two additional staffpersons were hired in August and September, 1995, respectively. Ms. Rubin reports that the staff has had to locate the Ethics Commission's file cabinets in separate space within the War Memorial and place some furniture in storage due to a lack of office space at their current location within the War Memorial. The current space allows an average of only approximately 52 square feet per person (209 square feet divided by four staff).

2. Ms. Rubin reports that the proposed lease would allow an overall average of approximately 240 square feet per staff (963 square feet divided by four staff), which would provide for sufficient office space for the four permanent staff. As part of this available space, there would be room for student interns or part-time volunteers that are anticipated to be used during the coming year and would allow for a public record viewing area. The proposed lease would also provide needed storage space for the storing of the Ethics Commission records pertaining to lobbyists, candidates, political committees, economic interests and other public files.

3. According to the Real Estate Department, since the proposed lease space is an existing office, other than telephone connections, there are no major improvements required to accommodate the Ethics Commission. In

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addition, the Real Estate Department estimates that the moving and relocation costs should be under \$1,000.

4. Assuming a move-in date of December 1, 1995, and a monthly rent of \$1,237, the total cost for rent for the Ethics Commission in FY 1995-96 would be \$8,659. Since the Ethics Commission included \$16,000 for rental expenses in their FY 1995-96 budget, there should be more than sufficient funds to cover the costs of telephone connections, moving and monthly rental costs in FY 1995-96.

5. Mr. Steve Legnitto of the Real Estate Department reports that the proposed monthly rental rate of \$1.28 per square foot represents the fair market rent for the proposed property at 1390 Market Street.

6. According to Mr. Steve Nelson of the Chief Administrative Office, the future use of the Ethics Commission's vacated space in the War Memorial has not yet been determined. However, Mr. Nelson reports that the space would be assigned according to need.

Recommendation: Approve the proposed lease.

Item 8 - File 65-95-12

Department: San Francisco Water Department (SFWD)
Public Utilities Commission (PUC)

Item: Ordinance authorizing and approving an amendment of the Water Department's lease with the to Mission Valley Rock Company of certain City-owned land under the jurisdiction of the San Francisco Water Department, located in Alameda County; and ratifying previous actions.

Property Location: 204 acre portion of watershed lands in Alameda County

Description: The Mission Valley Rock Company leases the subject 204 acre portion of watershed lands in Alameda County from the SFWD for the purposes of operating a rock quarry. The proposed amendment to the existing lease would require the lessee, Mission Valley Rock Company, to reimburse the City for all real property taxes and assessments levied on or assessed against the leased premises.

Approval of this proposed lease amendment by the Board of Supervisors is required pursuant to Charter Section 7.402-1, because the term of the lease exceeds ten years, and revenue to the City over the term of the lease exceeds \$1 million. The existing lease, which commenced in 1986, will expire on October 31, 2012. Annual revenues from the lease paid by the Mission Valley Rock Company to the City totalled \$706,232.04 in FY 1994-95.

In the Budget Analyst's June, 1994 Management Audit of the SFWD, Recommendation No. III.1.4 states that, "the SFWD Land Section should inform the Mission Valley Rock Quarry that amendment of the existing lease to provide the SFWD with reimbursement for land assessments (real property tax) is a condition of leasing any additional property from the SFWD." Mr. Bill Laws of the PUC advises that the proposed amendment to this Mission Valley Rock Company lease was negotiated in exchange for a three-year lease extension on a separate 173 acre parcel located in Alameda County leased by the Mission Valley Rock Company from the SFWD. Mr. Laws advises that the lease extension was approved by the PUC in February of 1995. (The agricultural lease for that 173 acre parcel does not require Board of Supervisors approval, because the term is less than ten years and revenues total less than \$1 million.) Mr. Laws further states that the amendment to the lease for the 173 acre parcel also increased the lease rate on that parcel from \$150 per acre per year to \$450 per acre per year. Mr. Laws therefore states that both

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Memo to Government Efficiency and Labor Committee
October 24, 1995 Meeting of Government Efficiency and Labor Committee

the proposed amendment to the lease on the 204 acre parcel and the amendment to the lease on the 173 acre parcel that was previously approved by the PUC are to the advantage of the City.

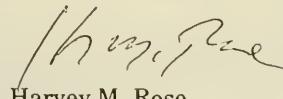
The proposed lease amendment would also add the City's current standard non-discrimination provisions, the MacBride Principles and the Tropical Hardwood Ban to the lease.

Comments:

1. Mr. K. Y. Chiu of the SFWD states that the FY 1994-95 real property taxes and assessments on the subject premises totalled \$22,064.12. However, Mr. Laws reports that the recent settlement of a law suit brought by the City against Alameda and Santa Clara Counties resulted in an agreement that Proposition 13 should be applied to municipally-owned land, thereby lowering the assessment on the subject property, among other properties owned by the City in Alameda County. Therefore Mr. Chiu advises that the real property tax assessment on the subject property for FY 1995-96 is \$6,927.58. Approval of the proposed lease amendment would therefore save the City \$6,927.58 annually, with two percent annual increases pursuant to Proposition 13, for the remaining 16 year term of the lease.
2. As stated above, the Mission Valley Rock Company also leases a separate, 173 acre parcel in the Alameda County watershed from the SFWD. Mr. Laws advises that this property is currently used for agricultural purposes. (The SFWD does not require property tax reimbursement from its agricultural tenants, because such taxes are generally minimal, and the SFWD places a higher priority on tenant adherence to the many land use restrictions on its agricultural leases.) Mr. Laws further states that, should the Mission Valley Rock Company request conversion of that lease from an agricultural lease to a quarry lease at some time in the future, the SFWD will add tenant reimbursement of property taxes as one of the new conditions of any such lease.

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Recommendation: Approve the proposed ordinance.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

DOCUMENTS DEPT.

OCT 30 1995

1/11 CALENDAR... Action Taken

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, OCTOBER 24, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Hallinan - Items 4 and 6 - 11

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 94-93-3.4. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Public Transportation Commission (Federal Section 9 Funds), in the amount of \$527,500 to support interdepartmental work orders and other direct expenses related to Muni Metro Accessibility Program. (Public Transportation Commission)
 - (b) File 148-94-4.1. [Reserved Funds, Department of Public Works] Hearing to consider release of reserved funds, Department of Public Works (Federal Highway Administration grant funds), in the amount of \$7,817,756, for the King Street construction project. (Department of Public Works)
 - (c) File 148-94-12.1. [Reserved Funds, Chief Administrative Officer] Hearing to consider release of reserved funds, CAO-Solid Waste Management (California Integrated Waste Management Block Grant), in the amount of \$195,521, for the purpose of public education of "Do-It-Yourself" oil changes to properly dispose of used motor oil, water pollution prevention, and eliminating hazardous waste from solid waste stream. (CAO-Solid Waste Management Program)
 - (d) File 89-95-10. [SDI Coverage, Classification AA81] Resolution authorizing enrollment of Classification AA81 Executive Director Ethics Commission, into the State Disability Insurance Program. (Department of Human Resources)

- (e) File 94-95-3. [Federal Grant, Energy Conservation] Resolution authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend a grant of \$100,000, which includes indirect costs in the amount of \$11,300 based on twenty percent of salaries, from the U.S. Department of Energy and the Urban Consortium Energy Task Force; providing for ratification of action previously taken. (Public Utilities Commission)
- (f) File 130-95-2. [Adult Probation Network Treatment Grant for Women] Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply retroactively and to accept and expend funds in the amount of \$5,000,000 at the rate of \$1,000,000 per year for five years which includes indirect costs of \$250,000 based on five percent of the total project made available through the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, through Center for Substance Abuse Treatment (CSAT) for a project entitled "San Francisco Adult Probation Department Criminal Justice Network Treatment Grant for Women." (Adult Probation Department)
- (g) File 146-95-17. [Acceptance/Expenditure of State Grant Funds] Resolution authorizing the acceptance and expenditure of State grant funds by the San Francisco Department of Public Health for 1995-96. (Supervisor Alioto)
- (h) File 146-95-18. [Grant, Community Home Injury Prevention] Resolution authorizing the Department of Public Health to apply for retroactively and accept and expend a grant of \$9,992, which includes indirect costs in the amount of \$550, based on ten percent of salaries, from the California Department of Health Services, State and Local Injury Control Section, for expansion of the Community and Home Injury Prevention Project for seniors; providing for ratification of action previously taken. (Supervisors Alioto, Shelley)
- (i) File 150-95-4. [India Basin Restoration Project, Site 2] Resolution authorizing the Recreation and Park Department to apply for grant funds of \$220,000 waiving indirect costs, from the Habitat Conservation Fund Program, for India Basin Wetlands Restoration Project, Site 2. (Also see File 150-95-3.) (Recreation and Park Department)

ACTION: Items (e), (f) and (i) removed from Consent Calenadar. Remainder of Consent Calendar recommended.

- e. File 94-95-3. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend a grant of \$100,000, which includes indirect costs in the amount of \$11,300 based on twenty percent of salaries, from the U.S. Department of Energy and the Urban Consortium Energy Task Force; providing for ratification of action previously taken; placing \$5,000 on reserve."

- f. File 130-95-2. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply retroactively for funds in the amount of \$5,000,000 and to accept and expend \$1,000,000 for Year 1 of the five-year grant, which includes indirect costs of \$250,000 based on five percent of the total project made available through the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, through Center for Substance Abuse Treatment (CSAT) for a project entitled 'San Francisco Adult Probation Department Criminal Justice Network Treatment Grant for Women'; placing \$431,880 on reserve."
- i. File 150-95-4. Hearing held. Amended on page 1, line 4, after "apply," and on page 2, line 1, after "approves," by adding "retroactive to October 1, 1995." Recommended as amended. New title: "Authorizing the Recreation and Park Department to apply, retroactive to October 1, 1995, for grant funds of \$220,000 waiving indirect costs, from the Habitat Conservation Fund Program, for India Basin Wetlands Restoration Project, Site 2."

REGULAR CALENDAR

2. File 169-95-3. [Street Artist Selling Spaces] Resolution designating temporary selling spaces in the Downtown area and at Harvey Milk Plaza for street artists certified by the Art Commission, for the Christmas Season, 1995, beginning on November 15, 1995 and ending on January 15, 1996. (Supervisors Hallinan, Bierman, Alioto)
ACTION: Hearing held. Amended on page 1, lines 3 and 18; and on page 2, line 1, by replacing "Christmas," with "Holiday." Further amended on page 1, line 13, by deleting "Christmas." Recommended as amended. New title: "Designating temporary selling spaces in the Downtown area and at Harvey Milk Plaza for street artists certified by the Art Commission, for the Holiday Season, 1995, beginning on November 15, 1995 and ending on January 15, 1996."
3. File 7-95-9. [Bus Accident, 30 Stockton Bus] Hearing to consider circumstances surrounding August 22, 1995 accident involving Municipal Railway 30-Stockton bus on Stockton Street near Pacific Avenue and actions taken by the Police Department in the immediate aftermath of the incident. (Supervisors Teng, Hsieh, Alioto, Ammiano, Bierman)
ACTION: Hearing held. Title of hearing amended by replacing "30 Stockton" with "9 Express." Filed. New title: "[Bus Accident, 9 Express Bus] Hearing to consider circumstances surrounding August 22, 1995 accident involving Municipal Railway 9-Express bus on Stockton Street near Pacific Avenue and actions taken by the Police Department in the immediate aftermath of the incident."

4. File 97-95-57. [DPH Electronic Medi-Cal Database Information] Ordinance amending Chapter 19A, Article I of the San Francisco Administrative Code by adding Section 19A.35 to permit the Department of Public Health to enter into agreements retroactive to April, 1994, with the California Department of Health Services (DHS) enabling the Department of Public Health to obtain Electronic Medi-Cal Database Information. (Supervisor Alioto)

ACTION: Hearing held. Recommended.

5. File 97-95-58. [Paid Ballot Arguments] Ordinance amending Administrative Code Chapter 16, Article XII, by amending Section 5.74.8, relating to disclosure of the names of persons paying for paid ballot arguments. (Registrar of Voters)

ACTION: Hearing held. Recommended. (Supervisors Teng, Hallinan and Ammiano added as co-sponsors.)

6. File 64-95-9. [Lease of Property at 1390 Market Street] Resolution authorizing a lease of real property at 1390 Market Street, San Francisco, for the Mayor's Office of Children, Youth and their Families. (Real Estate Department)

ACTION: Hearing held. Recommended.

7. File 64-95-10. [Lease of Property at 1390 Market Street] Resolution authorizing a new lease of real property at 1390 Market Street for the Ethics Commission. (Real Estate Department)

ACTION: Hearing held. Recommended.

8. File 65-95-12. [Amendment to Lease, Mission Valley Rock Co.] Ordinance authorizing and approving an amendment to lease to Mission Valley Rock Company of certain City-owned land under the jurisdiction of the San Francisco Water Department, located in Alameda County; and ratifying previous actions. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

SPECIAL ORDER - 2:30 P.M.

9. File 107-95-3. [GAIN Program] Hearing to consider the Department of Social Services' policy changes regarding the Greater Avenue to Independence (GAIN) program. (Supervisors Ammiano, Teng)

ACTION: Hearing held. Filed.

LITIGATION.

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

10. File 45-95-45. [Settlement of Litigation, Franklin G. Bell] Ordinance authorizing settlement of litigation of Franklin G. Bell against the City and County of San Francisco by payment of \$9,433.44. (U.S.D.C. Northern District of California Case No. C92-4897 DLJ, Ninth Circuit Court of Appeals No. 95-15615.) (City Attorney)

ACTION: Recommended.

11. File 48-95-25. [Settlement of Claim, Nancy and Alan Jarvis] Resolution approving the settlement of the unlitigated claim of Nancy and Alan Jarvis by payment of \$12,000. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Attn: Kate Wingerson

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

NOV 14 1995

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November 9, 1995

TO: Government Efficiency and Labor Committee

FROM: Budget Analyst *Resolution accepting four gifts valued at \$45,753 for use by the Recreation and Park Department*

SUBJECT: November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 38-95-9

Department: Recreation and Park Department (RPD)

Item: Resolution accepting four gifts valued at \$45,753 for use by the Recreation and Park Department.

Description: The proposed resolution would accept the following four cash gifts for a total amount of \$45,753: (1) \$9,916 for maintenance of the Polo Field at Golden Gate Park, from Bill Graham Presents, (through Friends of Recreation and Parks), (2) \$5,000 for the repair of the Golden Gate Park Carousel music system from Fred Adams, (through Friends of Recreation and Parks), (3) \$22,537 for the maintenance and repair of the Golden Gate Park Carousel from the San Francisco-Shanghai Sister City Committee, (through Friends of Recreation and Parks) , and (4) \$8,300 for the security lighting project at Little Hollywood Park from Norcal Waste Systems, Inc. (through Friends of Recreation and Parks).

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Comments:

1. Mr. Tom Hart of RPD advises that the funds in the amount of \$27,537 (\$5,000 + \$22,537) for the Golden Gate Park Carousel will be used to offset the total overall costs of renovating and repairing (1) the Carousel's mechanical system, (2) the Carousel's music system, and (3) damaged Carousel horses. Mr. Hart advises that the RPD is in the process of estimating the total cost of these upgrades and repairs. Mr. Hart advises that the total cost of these repairs will be funded through private donations.
2. Mr. Jim Cooney of RPD advises that the funds in the amount of \$9,916 were provided by Bill Graham Presents to repair damage caused to the Polo Field as a result of a concert sponsored by Bill Graham Presents, which was held on the Polo Field. Mr. Cooney advises that these funds will be used to offset the total overall costs of renovating the Polo Field, including regrading and resodding most of the field's surface. Mr. Cooney advises that the RPD is in the process of estimating the total cost of the renovations. Mr. Cooney advises that the total cost of these renovations will be funded by private donations, Open Space Funds, and funds included in the RPD's FY 1995-96 budget for this purpose.
3. Mr. Mike Morlin of RPD advises that the funds in the amount of \$8,300 will be used to offset the total costs to install a security lighting system at Little Hollywood Park, located at the intersection of Lathrop Street and Tocoluma Street in San Francisco. Mr. Morlin advises that the total cost to install the security lighting system will be approximately \$33,000, which will be funded through private donations and Open Space Funds. Mr. Morlin advises that the cost to the RPD to maintain the security lighting system will be minimal, and will be absorbed in the RPD's budget for security lighting.
4. According to Mr. Morlin, any additional maintenance costs which would be incurred as a result of the acceptance of these gifts would be minimal, and such costs would be absorbed into the existing RPD budget.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 89-95-11

Department: Human Resources Department

Item: Resolution authorizing enrollment of Classification 1368 Special Assistant IX into the State Disability Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 1368 Special Assistant IX in the State Disability Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Classification</u>	<u>Position</u>	<u>Number of Employees</u>
1368	Special Assistant IX	25

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by 14 of the 25 employees, representing a majority, in the 1368 Special Assistant IX classification. The 14 employees requesting SDI coverage work for the following departments: Public Works (4), Mayor's Office (3), Public Health (2), Department of Human Resources Health Service System (2), City Planning (1), Laguna Honda (1), and Parking and Traffic (1).

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 14, 1995 Meeting of Government Efficiency and Labor Committee

Item 1c - File 133-95-9

Department: Chief Administrative Officer (CAO)

Item: Resolution authorizing the Chief Administrative Officer to apply for, accept and expend \$235,383 in oil recycling grant funding from the California Integrated Waste Management Board; waiving indirect costs.

Grant Amount: \$235,383

Source of Funds: California Integrated Waste Management Board
Used Oil Recycling Block Grant

Project: Establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil.

Description: The State Used Oil Recycling Block Grant is administered by the California Integrated Waste Management Board. San Francisco received grants from this program in FY 1994-95 and FY 1995-96, so FY 1996-97 would be the third year that the City would participate in this program.

The goal of the program is to support used oil collection, both by assisting such collection facilities and by conducting public education on the subject of used oil disposal. Ms. Maria Trapalis-Baird of the CAO's Office states that San Francisco currently has 62 used oil collection centers, at which residents can drop off up to 20 gallons of used oil at a time. Ms. Trapalis-Baird advises that these collection centers are located at gas stations, auto supply stores, and other places convenient to motorists.

Ms. Trapalis-Baird states that existing FY 1995-96 State Used Oil Recycling Block Grant funds are being used, in part, to fund a contract position to administer the State grant, serve as a liaison with the 62 used oil collection sites, monitor their handling of contaminated oil, and participate in public education efforts. The proposed State grant would continue this contract position for FY 1996-97.

The State Used Oil Recycling Block Grant is structured such that the amount San Francisco is eligible to receive in FY 1996-97, \$235,383, is pre-established by a formula developed by the State.

Memo to Government Efficiency and Labor Committee
November 14, 1995 Meeting of Government Efficiency and Labor Committee

Budget: The budget for the proposed grant is as follows:

<u>Item</u>	<u>Cost</u>
Set up and maintain used oil collection facilities in areas of low density of such facilities	\$62,958
Purchase used motor changing kits (3,000 pieces @ \$4.00/per)	12,000
Work Order to Port of San Francisco for maintenance and management cost of oil drop-off shed to serve marinas.	10,000
Personal Service Contractor to administer used motor oil recycling	40,000
Public Education Program contract, including newspaper ads, movie theater slides, radio and television ads, posters and signs	102,925
Staff time and training	<u>7,500</u>
Total	\$235,383

Ms. Trapalis-Baird reports that the personal service contractor hired to administer the grant program was selected in 1995 on the basis of a competitive RFP process. Ms. Trapalis-Baird further reports that the contractor chosen to coordinate the public education program, Maureen O'Rourke, was selected in 1994 using a competitive RFP process. Maureen O'Rourke is a WBE firm.

Required Match: None

Indirect Costs: None. The grantor does not allow for the inclusion of indirect costs.

Comments:

1. The CAO's Grant Application Information Form is attached.
2. The CAO has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

the Board of Supervisors
Attn: Clerk of the Board

following describes the grant referred to in the accompanying
information:

ment: Chief Administrative Officer, Solid Waste Management Program

Contact Person: Alex Dong Telephone: 695-7339

Project Title: Used Oil Recycling Block Grant

Source: California Integrated Waste Management Board

used (New / Continuation) Grant Project Summary:
The project will use the grant funds to support existing operations at the 58 used oil
recycling sites in San Francisco, including equipment purchase and maintenance.
Funds will also be used to establish additional sites in priority areas and to educate
the public on used motor oil recycling. The public education portion will be
implemented via media and other outreach campaigns. There will also be a school
education component, including curriculum in automotive classes and possible collection
at community colleges and trade schools.

Amount of Grant Funding Applied for: \$235,383.00

Amount of Grant Funding Available: \$235,383.00

Amount of Matching Funds: 0

Number of Positions Created and Funded: 1 contract position

Amount to be Spent on Contractual Services: \$200,000.00

Will Contractual Services be put out to Bid? Two existing contracts will be
ended, and request for additional services may be put out to bid.

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1d - File 138-95-8

Departments: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$396,145, which include indirect costs of \$17,777, for a project entitled "Joint Powers Agreement with Victim and Witness Assistance Program".

Grant Amount: \$396,145

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: California State Board of Control Victims of Crime Program

Project: Joint Powers Agreement with Victim and Witness Assistance Program

Description: This would be the ninth year in which the State Board of Control has entered into a Joint Powers Agreement with the City for the City to receive grant funds for the Joint Powers Agreement with Victim and Witness Assistance Program. The proposed grant funds are used by the District Attorney's Office to provide verification services for victims of violent crime who seek compensation for unreimbursed financial losses due to crime. Compensation is made through the State Restitution Fund which is established through criminal fines and penalties.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel</u>	<u>FTEs</u>	<u>Amount</u>
	Executive Director	.50	\$32,116
	Program Coordinator	1.00	53,644
	Victim Witness Specialists	4.70	170,630
	Victim Witness Technician	1.00	30,214
	Grants Manager	.10	<u>3,419</u>
	Subtotal		\$290,023
	Fringe Benefits	—	<u>65,518</u>
	Subtotal Personnel	7.30	\$355,541
	<u>Operating Expenses</u>		
	Telephone		\$4,134
	Photocopy		1,377
	Office Supplies		1,969
	Postage		679
	Travel		2,668
	Rent		<u>12,000</u>
	Subtotal Operating Expenses		\$22,827
	<u>Indirect Costs</u>		<u>17,777</u>
	Total Program Budget		\$396,145
Required Match:	None		
Indirect Costs:	\$17,777		
Comments:	1. The District Attorney's Office advises that the application for the proposed grant funds has already been submitted. Additionally, the District Attorney's Office advises that, since the proposed grant is a continuation grant, expenses have been incurred against the proposed grant funds, in order to continue providing services. Therefore, the proposed legislation provides for the District Attorney to apply for, accept and expend the proposed grant funds retroactively. 2. The \$2,668 for travel would be used pay for (1) room, board, mileage and training costs for five staff to attend State mandated training in Sacramento (\$2,308) and (2) mileage for the Program Director to travel to Sacramento for six meetings (\$360).		

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

3. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

4. The District Attorney's Office has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor State Board of Control
 Contact Person Bettzan Mar
 Address P.O. Box 48
Sacramento, CA 95812-0048
 Amount Requested \$ 396,145.00
 Term: From 7/1/95 To 6/30/96

Division District Attorney
 Section Victim Witness Bureau
 Contact Person Veronica C. Zecchini
 Telephone (415) 554-9144
 Application Deadline 8/31/95
 Notification Expected 9/30/95

Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (Supply) (accept and expend) a (new) (continuation) (allocation) (supplemental) grant in the amount of \$ 396,145 from the period of 7/1/95 to 6/30/96 to provide verification of victim compensation claims services.
 (Circle appropriate words)

II. Summary: (Code(s) Vary, code addressed; chapter + group word; services and providers)
 The State Board of Control has entered into a Joint Powers Agreement with the City and County of San Francisco since 1986. The Victim Witness Bureau of the DA's Office administers the Agreement by providing verification of claims submitted on behalf of crime victims for out-of-pocket crime-related expenses covered by the State's Victims of Crime Program. The Agreement and the claims are funded through the Restitution Fund.

III. Outcomes/Objectives: which comes from fines and penalty assessments on criminal conviction
 W staff will process 1160 Initial Claims, 1600 Non-Mental Health Bills, and 900 Mental Health Bills on behalf of the State Board of Control.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would result in an increase in the amount of time it takes a victim or service provider to be reimbursed for their losses/costs. One of the largest service provider for medical services is San Francisco General Hospital. A reduction in claims unit staff could result in an increase in SFGH budget expenses.

V. Financial Information:

	Col. A Two Yrs Ago	Col. B Past Year	Col. C Proposed	Col. D Change	Req. Match Cash/In-Kind
Grant Amount	285,000	291,431	396,145	104,714	0 0
Personnel	255,890	259,289	355,541	96,252	0 0
Equipment	0	6,020	0	(6,020)	0 0
Contract Svc.	0	0	0	0	0 0
Mat. & Suppl.	1,915	11,488	8,159	(3,329)	0 0
Facil./Space	0	0	12,000	12,000	0 0
Other: Audit/Travel	12,945	1,670	2,668	998	0 0
Indirect Costs	14,250	12,964	17,777	4,813	0 0
TOTAL	285,000	291,431	396,145	104,714	0 0

VI. Data Processing	NA	NA	NA	NA	NA
(comes included above)					

VII. Personnel	6	6	6	0	
F/T CSC	3	3	3	0	
P/T CSC	0	0	0	0	
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 District Attorney's Office General Fund; Office of Criminal Justice Planning grant.

VIII. Will grant funded employees be retained after this grant terminates? If so, How?
 Employees will be retained as long as an Agreement continues.

*VIII. Contractual Services: Open Bid NA Sole Source _____ (if sole source attach Request for Exceptions Form)

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1e - File 143-95-5

Department: San Francisco Police Department (SFPD)

Item: Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$38,833 for new funding for the Livescan Terminal Project.

Grant Amount: \$38,833

Grant Period: December 1, 1995 through June 30, 1996

Source of Funds: State Office of Criminal Justice Planning

Project: Live Scan Terminal Project

Description: The San Francisco Police Department (SFPD) is proposing to apply for accept and expend a grant from the State Office of Criminal Justice Planning (OCJP) to upgrade existing Digital Biometric Live Scan Fingerprint Devices. These devices are used to facilitate fingerprinting and photographic processing. One unit is installed in the Identification Section in the Hall of Justice, and the other unit is currently used at the Youth Guidance Center (YGC).

The proposed equipment upgrades will enable the SFPD to interface directly with the State and FBI fingerprinting systems, thereby improving the City's access to crime data.

Budget:	<u>Software</u>	\$35,790
	Software Modifications and Upgrades to provide interface capabilities with the State and FBI systems.	
	<u>Sales Tax</u>	3,043
	Total Project Budget	\$38,833

Required Match: None.

Indirect Costs: The granting agency (OCJP) requires that all expenditures made with the proposed grant funds be used specifically for the improvement of local criminal history and record keeping systems. Therefore, no indirect costs were included in the proposed project budget.

Comments: 1. The SFPD has completed a Disability Access Checklist which is on file with the Clerk of the Board.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

2. Attached is the "Summary of Grant Request Form".

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Rev. 4/10/90

Summary of Grant Request

for Office of Criminal Justice Planning
 Contact Person Mr. Reggie Toran
 Address 1130 K St. Suite 300
 Sacramento, CA 95814
 Amount Requested \$ 38,833.00
 Term: From 6/30/93 To 6/30/96
 Health Commission

Division: Crime Scene Investigations
 Section San Francisco Police Department
 Contact Person Sgt. Ken Moses
 Telephone 553-1506
 Application Deadline 8/18/95
 Notification Expected Sept., 1995

Board of Supervisors: Finance Committee

Full Board

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words)
 grant in the amount of \$ 38,833.00 from the period of 6/30/93 to 6/30/96
 to provide Live Scan Fingerprint Integration and Upgrade services.

I. Summary: (Concise/brief, need addressed; number + group served; service and providers)
 We are currently requesting funds to upgrade the Live Scan devices with Wavelet
 (WSO) compression capability so that they will interface directly with our
 Automated Fingerprint Identification System, with the State CAL-ID, and FBI
 systems.

II. Outcomes/Objectives:

This upgrade will fully integrate and streamline our identification process.

IV. Effects of Reduction or Termination of These Funds:

Termination of these funds will reduce our ability to identify persons in
 an efficient manner.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Total Project	Proposed Grant	Req. Match	Approved by
Grant Amount	\$44,682.00		\$83,515.00	+\$38,833.00	NONE	
Personnel	-0-		-0-			
Equipment	\$63,831.00		\$102,664.00	+\$38,833.00	NONE	
Contract Svc.	-0-		-0-			
Mat. & Supp.	-0-		-0-			
Facilities/Space	-0-		-0-			
Other	-0-		-0-			
Indirect Costs	-0-		-0-			

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC	NONE
P/T CSC	NONE
Contractual	None

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?
 NOT APPLICABLE

*VIII. Contractual Services: Open Bid Sole Source (If sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1f - File 146-95-20

Department: Department of Public Health (DPH)
Division of Mental Health and Substance Abuse (DMS)

Item: Resolution authorizing the Child, Adolescent and Family Section of the Department of Public Health's (DPH) Division of Mental Health and Substance Abuse (DMS) to apply for retroactively, accept and expend a grant of \$49,996, which includes no indirect costs, plus equipment and supplies valued at an amount not to exceed \$25,000, from the San Francisco Economic Opportunity Council (EOC), to provide substance abuse prevention and education services to high-risk preschool children and their families; waiving indirect costs.

Grant Amount: \$49,996, plus equipment and supplies valued at up to \$25,000 (to be provided on a temporary basis only), for a total of \$74,996

Grant Period: September 1, 1995 through June 30, 1996 (see Comment No. 2)

Source of Funds: Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT), through the San Francisco Economic Opportunity Council (EOC)

Project: Substance abuse prevention and education services to high-risk preschool children and their families

Description: The Head Start Program provides preschool education and other services to low-income children in San Francisco. The San Francisco Economic Opportunity Council (EOC), a private, non-profit organization which manages the San Francisco Head Start Program, recently received a grant from the Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT), to provide substance abuse prevention and education services to children and families participating in the San Francisco Head Start Program. Through a Request for Proposals (RFP) process, the EOC selected the Department of Public Health's (DPH) Division of Mental Health and Substance Abuse (DMS) to provide these services. The proposed resolution would authorize DMS to apply for retroactively, accept and expend a grant in the amount of \$49,996, plus equipment and supplies valued at up to \$25,000, from the EOC.

The purpose of the proposed grant is to provide substance abuse prevention and education services to high-risk

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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preschool children and their families. Three part-time mental health and substance abuse professionals would be hired to provide leadership, training, outreach and early intervention services to staff and families at three Head Start centers in San Francisco: (1) OMI/Bayview Hunters Point Head Start, (2) Kai-Ming Head Start and (3) Mission Head Start. The goals of the project are to (1) increase awareness of substance abuse programs among Head Start families, (2) provide education on substance abuse, (3) develop support groups for parents with substance abuse problems and (4) improve clinical linkages and consultation services to high-risk children and their families.

In addition to the grant amount of \$49,996, DMS would receive equipment and supplies valued at up to \$25,000 from the EOC for use on the project. According to DMS, the equipment and supplies would be returned to the EOC once the project is finished. Attachment I shows a breakdown of the \$25,000 in equipment and supplies which would be provided to DMS on a temporary basis.

Budget:

Personnel

<u>Position</u>	<u>FTE</u>	<u>Amount</u>
Psychiatric Social Worker	0.25	\$11,875
Psychiatric Social Worker	0.25	11,876
Senior Psychiatric Social Worker	0.25	<u>12,406</u>
Subtotal	0.75	\$36,157
Fringe Benefits		<u>13,594</u>
Subtotal - Personnel		\$49,751

Non-Personnel

Newspaper Job Advertisement (5 ads @ \$49 per ad)	<u>245</u>
Total Grant Amount	\$49,996

Required Match:

An in-kind match of \$12,500 is required by the EOC. This \$12,500 match would be provided from existing funds in the DMS's FY 1995-96 budget and would pay for existing DMS staff to work on the project, as follows:

<u>Position</u>	<u>FTE</u>	<u>Amount</u>
Health Program Coordinator III	0.05	\$2,500
Health Program Coordinator III	0.05	2,500
Head Nurse	0.04	2,500
Mental Health Educator	0.06	<u>2,500</u>
Subtotal	0.20	\$10,000
Fringe Benefits		<u>2,500</u>
Total - Required Match		\$12,500

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Indirect Costs: The grantor does not permit the use of grant funds to pay indirect costs. Thus, the proposed resolution provides that indirect costs should be waived.

Comments:

1. The application deadline for the proposed grant was July 14, 1995. According to DMS, because of a delay in the award of the grant to the EOC by the Federal Department of Health and Human Services, the application for the proposed grant was submitted without the prior approval of the Board of Supervisors. As such, the proposed resolution provides for retroactivity with respect to the application for these funds.
2. Project activities were originally scheduled to begin on September 1, 1995. However, according to Mr. Philip Tse of DMS, because negotiations between EOC and DMS regarding the proposed grant were completed only recently, project activities have not yet begun and no expenditures have been incurred against the proposed grant. Mr. Tse reports that project activities are now scheduled to commence on approximately November 21, 1995, subject to approval of the proposed resolution by the Board of Supervisors.
3. Attachment II is the Summary of Grant Request, as prepared by DMS.
4. A disability access checklist, as prepared by DMS, is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Qty.	Item	Each	Furniture		Locks		Total
			Extension	Each	Extension	Each	
<u>Computer - PowerMac</u>							
2	PowerMac 7200/75-BMG/500CD	1,587		3,174			
2	TWorks 8MB 1x64 Mac DIMM RAM	335		670			
2	Apple 15" Multi-Display	453		906			
2	Apple Design Keyboards	75		150			
2	Memory/Processor Upgrade Installation	30		60			
2	TelePort Platinum Modem 28.8 v.34	219		438			
2	Apple Laser Writer Pro	1,421		2,842			
2	Legal size tray	125		250			
2	Microsoft Office License CD (MAC)	440		880			
2	AfterDark 3.0 (MAC)	27		53			
2	FileMaker Pro 2.1 (MAC)	89		178			
Sub-total		4,800	9,600				9,600
<u>Computer - PowerBook</u>							
1	PowerBook 5300c 8/500	3,280		3,280			
1	Global Teleport Mercury Modems 19.2/14.4E	280		280			
1	Mac GNC 8MB PWRBK 5300 190 RAM	300		300			
1	New System HDW Multi-Cfg	90		90			
1	Kensington PowerBook Carrying Case	52		52			
1	PowerBook 5300c Battery Charges	150		150			
1	PowerBook 5300c Batteries	90		90			
1	Microsoft Office License CD (MAC)	440		440			
1	AfterDark 3.0 (MAC)	30		30			
1	FileMaker Pro 2.1 (MAC)	89		89			
Sub-total		4,800	4,800				4,800
<u>Virco 87002 Data Stations 32" x 36"</u>							
2	PowerMac Lockdowns		200	400		60	120
2	Printer Lockdowns				55	110	
Sub-total				400		230	630
<u>Local Delivery Charge</u>							
2	Installation		11	22		61	183
Sub-total				22		183	205
448	Curriculum Supplies	18		8,064			
20	Toys	85		1,700			
Sub-total				9,764			9,764
GRAND TOTAL							
							25,000

Grantor: SF Equa opportunity Council
 Contact Person: Robert Frank
 Address: One Second St., 2nd fl.
 San Francisco, CA 94105
 Amount Requested: \$ 49,996.00
 Term: From Sept. 1, 95 To June 30, 96

Division Mental Health & Substance Abuse
 Section: Children, Youth & Families
 Contact Person: Philip Tse
 Telephone: 255-3415 or 334-4717 x19
 Application Deadline: July 14, 1995
 Notification Expected: Sept. 19, 1995

I. Item Description:
 (Circle or Underline) Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
 (augmentation to a) grant in the amount of \$ 49,996.00 from the period of
 Sept. 1, 1995 to June 30, 1996 to provide substance abuse prevention and education services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of the grant is to provide substance abuse prevention and education services to high risk pre-schoolers and their families. Three part-time (15hrs/wk) mental health/substance abuse professionals will be hired to provide leadership, training, outreach and early intervention services to staff and families of three Head Start centers, namely, 1) OMI/Bayview Hunters Point Head Start, 2) Kai-Ming Head Start, and 3) Mission Head Start.

III. Outcomes/Objectives:

The goals are to increase awareness of substance abuse programs among families of Head Start centers by conducting outreach and training; to increase knowledge of substance abuse; to develop support groups for parents with substance abuse; to improve clinical linkages and consultation services to high risk children and their families.

IV. Effects of Reduction or Termination of These Funds:

Substance abuse among children and youth may increase and this can lead to high dropout prior to graduation. Other ill effects can include leading the early age children to develop emotional disturbance or any dysfunctional behavior caused by substance abuse that has an impact in later lives of the children and youth.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			\$49,996.00			
Personnel			49,751.00		12,500	
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other			245.00			
Indirect Costs						

VI. Data Processing

(costs included above) _____

VII. Personnel

F/T Civil Service					
P/T Civil Service			3		
Contractual					

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 none

Will grant funded employees be retained after this grant terminates? If so, How?
 No

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1g - File 148-95-5

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$1,192,278 from the Transportation Enhancement Activities Program for (1) the Embarcadero Historic and Interpretive Signage Project and the Embarcadero Art Ribbon Project, associated with the reconstruction of the Mid-Embarcadero Roadway Project, and (2) the Downtown Information Signage Project; and waiving indirect costs.

Grant Amount: \$1,192,278

Grant Period: FY 1996-97 and FY 1997-98

Source of Funds: Federal Transportation Enhancement Activities (TEA) Program - through the California Department of Transportation (Caltrans)

Description: The Embarcadero Roadway Project is divided into the following four phases of street reconstruction along the Embarcadero: (1) from North Point to Broadway Street (North Embarcadero), (2) Folsom Street to King Street (South Embarcadero), (3) Broadway to Folsom Street (Mid-Embarcadero), and (4) King Street, from the Embarcadero to Fifth Street (King Street). This Project also consists of constructing medians, bikeways, pedestrian walkways, landscaping, street lighting, traffic signals, artwork and art enhancement, signage and the removal of railroad tracks. The DPW advises that (1) the South Embarcadero phase is completed, (2) the North Embarcadero phase is substantially completed, (3) the construction contract for the King Street phase was awarded in October of 1995, and (4) the Mid-Embarcadero phase is under environmental review and is scheduled to begin construction in early 1997.

The Department of Public Works (DPW) previously received \$735,000 in Federal Transportation Enhancement Activities (TEA) grant funds to design and construct historic and interpretive signage and art ribbon projects along the North and King Street segments of the Embarcadero Roadway Project. The proposed grant would provide \$749,778 in TEA funding to continue the same historic and interpretive signage (\$249,750) and art ribbon projects (\$500,028) on the Mid-Embarcadero segment. In addition, the proposed grant would provide \$442,500 in TEA grant funds for the Downtown Information Signage Project.

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BUDGET ANALYST

Historic and Interpretive Signage (\$249,750)

The Embarcadero Historic and Interpretive Signage Project involves designing and building a series of (a) bronze street plaques, (b) interpretive artwork and (c) information pylons and view podia (structures which would display photographs and text on the history of the waterfront) as part of the pedestrian promenade and MUNI rail platform along the reconstructed Mid-Embarcadero Roadway. Ms. Jill Manton of the Art Commission advises that the Art Commission will continue to contract with Mr. Michael Manwaring, the artist who designed the historic and informational signage on the North, South and King Street segments of the Embarcadero Roadway Project, to design the Embarcadero Historic and Interpretive Signage Project for the Mid-Embarcadero segment. Michael Manwaring is neither an MBE or WBE firm. The construction phase of this project will be performed by the same contractor who is awarded the contract for construction of the Mid-Embarcadero Roadway Project, which will be put out to bid in the spring of 1997.

Art Ribbon Project (\$500,028)

The Embarcadero Art Ribbon Project involves a sculpture and pedestrian roadway enhancement along the Mid-Embarcadero Roadway. Ms. Manton reports that the Art Commission will continue to contract with Stanley Saitowitz, Vito Acconci and Barbara Stauffacher Solomon, the three artists who designed the art ribbon on the North, South and King Street segments of the Embarcadero Roadway Project. These artists will design the art ribbon on the Mid-Embarcadero segment. Stanley Saitowitz, Vito Acconci and Barbara Stauffacher Solomon are not certified MBE or WBE firms. The construction phase of this project will be performed by the same contractor who is awarded the contract for construction of the Mid-Embarcadero Roadway Project, which will be put out to bid in the spring of 1997.

Downtown Information Signage Project (\$442,500)

The Downtown Information Signage Project is being implemented under the Department of City Planning's (DCP) Downtown Streetscape Plan, which includes information signage as a means to improve pedestrian orientation and movement in the downtown area.

The Downtown Information Signage Project includes the installation of pedestrian-oriented informational and historic

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signs, maps and directional markers in the downtown area. Ms. Tina Olson of the DPW advises that the DPW has not yet selected a contractor to provide the necessary design and construction services for this project.

Construction management services for all three of the above projects would be performed in-house by DPW, DCP and Art Commission staff.

Budget:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Funded by TEA Grant</u>
<i>Historic & Interpretive Signage</i>		
Artist Fees - Michael Manwaring	\$125,500	\$60,000
Construction	280,000	150,000
Construction Contingency (10%)	28,000	15,000
Construction Management (16.5%)	<u>46,200</u>	<u>24,750</u>
Subtotal	\$479,700	\$249,750
<i>Art Ribbon Project</i>		
Artist Fees - Stanley Saitowitz, Vito Acconci and Barbara Stauffacher Solomon	\$59,000	\$52,218
Construction	825,000	354,000
Construction Contingency (10%)	82,500	35,400
Construction Management (16.5%)	<u>136,125</u>	<u>58,410</u>
Subtotal	\$1,102,625	\$500,028
<i>Downtown Information Signage</i>		
Design	\$130,811	\$115,768
Construction	291,849	258,286
Construction Contingency (10%)	29,185	25,829
Construction Management (16.5%)	<u>48,155</u>	<u>42,617</u>
Subtotal	\$500,000	\$442,500
Total	\$2,082,325	<u>\$1,192,278*</u>

* The \$890,047 balance of the total estimated cost of \$2,082,325 for these three projects would be funded through a combination of Transportation Sales Tax funds (\$638,460), Municipal Railway funds (\$49,187) and Federal Emergency Management Agency (FEMA) Relief Funds (\$202,400).

Required Match:

A local match of \$638,460 is required for the proposed grant, which would be paid for with Transportation Sales Tax funds.

Memo to Government Efficiency and Labor Committee
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Indirect Costs: The grantor does not permit the use of grant funds to pay indirect costs. Thus, the proposed resolution provides that indirect costs should be waived.

Comments:

1. Attached is the Summary of Grant Request form, as prepared by DPW.
2. A disability access checklist, as prepared by DPW, is in the Clerk of the Board's file.
3. As various contractors have not yet been selected, \$878,054 of the \$1,192,278 proposed grant amount should be placed on reserve, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors, as follows:

<i>Historic & Interpretive Signage</i>	
Construction Contract	\$150,000
<i>Art Ribbon Project</i>	
Construction Contract	354,000
<i>Downtown Information Signage</i>	
Design Contract	\$115,768
Construction Contract	<u>258,286</u>
Subtotal	<u>374,054</u>
Total Amount to be Reserved	\$878,054

Recommendations:

1. Place \$878,054 on reserve, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.
2. Approve the proposed resolution, as amended.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Tina Olson 558-4033

Project Title: Various Transportation Enhancement Activities

Grant Source: Federal Transportation Enhancement Activities (TEA)

Proposed (New/Continuation) Grant Project Summary:

The TEA program is part of the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 which makes funds available to states for transportation enhancement activities. DPW is proposing three projects: the Mid-Embarcadero Historic and Interpretive Signage Project, the Mid-Embarcadero Art Ribbon Project and the Downtown Information Signage Project.

Amount of Grant Funding Applied for: \$1,192,278

Maximum Funding Amount Available: \$1,192,278

Required Matching Funds: \$638,460 ((local 1/2 cent sales tax))

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$1,066,501

Will Contractual Services be put out to Bid? Yes

Letter of Intent to File Grant Application
Page 2

Term of Grant: FY 1996-97 through FY 1997-98

Date Department Notified of Available funds: September, 1995

Application Due Date: December 1, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Section 133(d) (2) of Title 23, United States Code

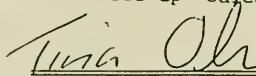
Assessment of Need for Grant Funding: _____

Mid-Embarcadero Projects:

These two projects are part of the Mid-Embarcadero Roadway Project which is being funded through the Federal Emergency Relief (ER) Program. Artwork, such as these projects is not eligible for ER funding. Thus, if we want to continue these projects, we need TEA funding and/or local sales tax funding.

Downtown Information Signage:

This project is part of the sales tax Downtown Pedestrian Projects. If we receive a TEA grant for it, it will free up sales tax funds for other downtown projects.


Tina Ohr
Department or Commission Approval

Memo to Government Efficiency and Labor Committee
November 14, 1995 Government Efficiency and Labor Committee Meeting

Item 1h - File 150-95-5

Department: Recreation and Park Department

Item: Resolution authorizing the Recreation and Park Department to apply for grant funds of \$162,000 waiving indirect costs, from the Land and Water Conservation Fund Program, a Federally funded program administered by the State of California, for development of the Twin Peaks Loop Trail.

Grant Amount: \$162,000

Grant Period: January 1996 to January 1999 or 3 years from award of grant

Source of Funds: Federal Land and Water Conservation Grant-In-Aid Program

Project: Bay Area Ridge Trail - Twin Peaks Loop Trail Project

Description: The Federal Land and Water Conservation Fund Grant-In-Aid Program provides funding to the State of California and its political subdivisions for acquiring land and developing facilities for public outdoor recreational purposes. The Bay Area Ridge Trail Council is a non-profit public-private partnership working towards developing a 400 mile loop trail through nine Bay Area Counties. The nine Counties are: San Francisco, San Mateo, Santa Clara, Marin, Sonoma, Alameda, Contra Costa, Napa, and Solano. The proposed grant funds would be used by the Recreation and Park Department (RPD), which is a member of the Bay Area Ridge Trail Council, to fund the development of the Twin Peaks Loop Trail Project. This project will involve restructuring the existing vehicular traffic lane to accommodate a new bicycle and pedestrian trail, and placing safety barriers, stormdrains, and signage around the Twin Peaks portion of the Bay Area Ridge Trail.

Budget: The RPD plans to submit a finalized budget when the Department submits legislation to accept and expend the funds, however the RPD has provided the following preliminary budget for the expenditure of the \$162,000 grant:

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<u>Site Development - Contractual Costs</u>	
Bike Lane (15,000 sq. ft.)	\$ 30,000
Pedestrian Sidewalk (18,000 sq. ft.)	72,000
Concrete Safety Barrier	30,000
Metal Guardrail	20,000
Stormdrain System	15,000
Signage	5,000
Vehicular Traffic Lane (54,000 sq. ft.)	<u>102,000</u>
Total Site Development	\$274,000
Contingency (10%)	27,400
Engineering and Administration Inspections	<u>36,200</u> <u>24,000</u>
TOTAL PROJECT COSTS	<u>\$361,600</u>

Required Match: \$199,600 - to be paid for by Open Space Acquisition and Park Renovation Funds. Attachment I, provided by the RPD, shows that funding for the required match has accumulated from FY 1990-91 to FY 1994-95.

Indirect Costs: Grantor does not allow for the provision of indirect costs.

Comments:

1. The RPD advises that the grant application for the proposed grant funds has already been submitted. As such, the proposed resolution should be amended to authorize the RPD to apply for the proposed grant funds retroactively.
2. If the proposed grant is awarded to the RPD, the RPD plans to conduct a Request For Proposal (RFP) process and submit a request to accept and expend the funds which will include budget details, the names of contractors, and the MBE/WBE status of contractors.
3. Attachment II is a Summary of Grant Request, as prepared by the RPD, for the proposed grant funds.
4. The RPD has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to authorize the RPD to apply for the proposed grant funds retroactively and approve the proposed resolution, as amended.

City and County of San Francisco**Recreation and Park Department****FAX TRANSMITTAL**

To: Mi Ky Ung
Company: Budget Analysts' Office
Fax #:

Message:

Matching funds for Twin Peaks Trail Loop LWCF grant from Open Space Fund:

\$30,000	FY 90/91
100,000	FY 92/93
50,000	FY 93/94
30,000	FY 94/95
\$210,000 Total	

If you have any additional questions, please call me.

Date: October 26, 1995
of Pages: 1
Sender: Elaine Molinari
 Phone: (415) 666-7024
 Fax #: (415) 668-3330

File Number _____

9500-1

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

Pye

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Recreation and Park

Contact Person: Elaine Molinari Telephone: 666-7024

Project Title: Twin Peaks Loop

Grant Source: Land and Water Conservation Fund

Proposed (New / Continuation) Grant Project Summary:

Development of a bicycle, pedestrian trail around the Twin Peaks Loop
including placement of safety barriers, stormdrains and signage.

Amount of Grant Funding Applied for: \$162,000

Maximum Funding Amount Available: 50% of project (about \$450,000 for total
Northern California area)

Required Matching Funds: 100% of project (\$361,000) with 50% reimbursable

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$274,000 of total

Will Contractual Services be put out to Bid? as needed, yes

Grant Application Information Form
Page 2Term of Grant: 3 years from awardDate Department Notified of Available funds: July 1995Application Due Date: October 2, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Outdoor recreation, bicycle and hiking trails, no indirect costs

Reimbursable up to 50%



(fm)

Department Head Approval

Mary E. Burns

Memo to Government Efficiency and Labor Committee
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Item 2 - File 51-95-3

Item: This item is a resolution authorizing the reimbursement for the cost of personal property of City and County employees, which was damaged or stolen in the line of duty.

Description: Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certifications that the damage occurred in the line of duty and that the amount requested for payment is fair and reasonable.

Of the 17 employee claims submitted, the Controller's Office has denied 7 claims, and has recommended that 5 claims be paid in full and 5 claims be partially paid.

Comments:

1. The Controller has certified that funds are available for these employee reimbursements from the Claims and Judgments General Fund account, included in the 1995-96 budget.
2. The Controller has submitted a resolution authorizing reimbursement totaling \$1,929.39 for the cost of personal property of City employees, as shown in the Attachment.

Recommendation: Approve the proposed resolution

REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES

Date: November 14, 1995
File No. 51-95-3

<u>Department</u> <u>Claimant</u>	<u>Amount Claimed</u>	<u>Controller's Recommended</u>	<u>Comments</u>
<u>San Francisco General Hospital</u> Wendy Buffett	210.00	0.00	Stolen Ophthalmoscope. Item unattended for extended period despite history of theft in area.
<u>San Francisco General Hospital</u> Wendy Buffett	157.33	0.00	Stolen Stethoscope. Employee failed to exercise due diligence in consideration of past thefts from the area.
<u>San Francisco General Hospital</u> Reza Gandjei	188.79	188.79	Stolen Stethoscope. Incident occurred during performance of duties.
<u>San Francisco General Hospital</u> Sundari R. Mase	110.00	55.00	Stolen Stethoscope. Incident occurred during performance of duties. Reduce replacement amount due to age of item.
<u>San Francisco General Hospital</u> Jayshree Chandler	173.00	0.00	Stolen Wallet & Contents. Items of a personal nature not necessary for performance of duties.
<u>San Francisco General Hospital</u> Wendy Kohatsu	59.50	29.75	Damaged Ophthalmoscope Headpiece. Item essential to employee's performance of duties damaged during examination. Reduce replacement amount due to age of item.
<u>San Francisco General Hospital</u> Wendy Kohatsu	248.09	0.00	Stolen Otoscope Head & Handle. Employee failed to exercise due diligence in consideration of past thefts from the area.
<u>Community Health Services</u> Diann Melnick	92.00	0.00	Broken Sunglasses. Item not essential to employee's performance of duties.
<u>Public Works</u> Charles Wegerle	129.00	129.00	Damaged eyeglasses. Item essential to employee's performance of duties damaged during performance of those duties.
<u>San Francisco General Hospital</u> Wendy Buffett	80.00	0.00	Stolen Bicycle Parts. Items not essential to employee's performance of duties.
<u>San Francisco General Hospital</u> Jonathan Rapp	450.00	210.00	Stolen Briefcase & Contents. Limit claim to items essential to employee's performance of duties.
<u>San Francisco General Hospital</u> David Greene	603.00	0.00	Auto Break-In & Damage. No indication that auto was used in employee's performance of duties.
<u>San Francisco General Hospital</u> Irene Ybarra	210.00	152.00	Stolen eyeglasses. Item essential to employee's performance of duties. Limit claim to amount of uninsured loss.
<u>Juvenile Probation</u> Julius P. Vernado	40.00	40.00	Damaged Clothing. Loss incurred during break up of juvenile detainee altercation.
<u>Trial Courts</u> Easteller Bruhl	696.96	500.00	Damaged Stenographic Machine. Item essential to employee's performance of duties damaged during theft. Limit claim to amount of uninsured loss.
<u>San Francisco General Hospital</u> Matthew C. Spitzer	484.85	484.85	Apparent Theft. Diagnostic tools essential to employee's performance of duties were stolen.
<u>San Francisco General Hospital</u> Nestor D. Karas	140.00	140.00	Apparent Theft. Items essential to employee's performance of duties were stolen while employee was performing surgery.
	4,072.52	1,929.39	

Memo to Government Efficiency and Labor Committee
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Item 3 - File 64-95-11

Department: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing a new lease of real property at 680 Eighth Street, San Francisco, for the Department of Public Health, Bureau of Children, Youth and Families.

Location: 680 Eighth Street - Second Floor

Purpose of Lease: Office space for the Department of Public Health, Bureau of Children, Youth and Families

Lessor: Sobel Building Development Partners

Lessee: Department of Public Health

No. of Sq. Ft. and Cost Per Month: Approximately 4,100 square feet at an average of \$1.41 per square foot, or \$5,790 per month. The proposed new lease includes three suites:

<u>Suite No.</u>	<u>Monthly Rate/ Square Foot</u>	<u>No. of Square Feet</u>	<u>Total Monthly Rent</u>
205	\$1.47	950	\$1,400
228	1.52	650	990
230	1.36	2,500	3,400
	Totals:	4,100 sq. ft.	\$5,790

Annual Cost: \$69,480

**% Increase
Over Prior Lease:** New Lease

Term of Lease: December 1, 1995 through March 31, 1997 (16 months)

**Utilities and Janitor
Provided by Lessor:** Yes

Source of Funds: The DPH reports that budgeted funds for the proposed new lease are currently available in a medical services contract line item in the DPH's FY 1995-96 Tom Waddell Clinic Homeless Program budget. Upon approval of the proposed new lease, the DPH plans to request a budget modification that will transfer approximately \$26,530 in contractual surplus funds from the Tom Waddell Clinic Homeless Program budget into the Bureau of Children, Youth and

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Families FY 1995-96 budget. Women, Infant and Children grant funds in the amount of \$10,000 and Perinatal Services grant funds in the amount of \$6,000 will be used to supplement the \$40,530 requirement for the proposed new lease through the end of the current fiscal year. The \$40,530 requirement for FY 1995-96 is based on the proposed rental rate of \$5,790 per month multiplied by 7 months.

Description: Under an existing five year lease, which began on April 1, 1992, and extends through March 31, 1997, the Bureau of Children, Youth and Families' (BCYF) California Children's Services Program and Child Health and Disabilities Program currently occupy 4,500 sq. ft. at 680 8th Street. The proposed new lease would enable the BCYF to lease an additional 4,100 sq. ft. at that same address, bringing the total amount of square footage to be occupied by the BCYF at 680 8th Street to 8,600 sq. ft.

The 4,100 sq. ft. of office space, under the proposed new lease, is made up of three Suites (Suites 205, 228, and 230) which will be occupied by the following BCYF programs: Maternal, Child, Adolescent Health Program, Perinatal Services Program, Family Health Services Program, and WIC. The Maternal, Child, Adolescent Health Program and the Perinatal Services Program have been located at this address since April 1, 1993, but their space has been leased on a month to month basis. The Family Health Services Program and WIC will relocate to 680 8th Street from their current location at 101 Grove Street, a City-owned building.

Comments:

1. As noted above, the lease rates per square foot on the proposed three Suites range from \$1.36 to \$1.52 per sq. ft. Mr. Steve Hoppe of the Real Estate Department advises that the cost difference is a function of minor differences in the quality of the office space. Mr. Hoppe reports that the proposed approximate average rental amount of \$1.41 per sq. ft. per month is comparable to the rent paid by the City under the existing five year lease (\$1.38 per sq. ft. per month) at 680 8th Street, and that the proposed amount per square foot represents the fair market value of the property.
2. Mr. Hoppe advises that the DPH requested that the Family Health Services Program and WIC Program occupy office space at 680 8th Street in order to consolidate the six BCYF programs into one location to allow for sharing of resources. Mr. Hoppe also advises that the seismic retrofit

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of the 101 Grove building is scheduled to begin within the next two years, which means that eventually all occupied offices at 101 Grove will have to be vacated. In the interim, 8 employees of the Bureau of Health Promotion and Education will be moving from their second floor location at 101 Grove to occupy the office space to be vacated by the Family Health Services Program and WIC if the proposed lease of space at 680 8th Street is approved.

3. As noted previously, the Maternal, Child, Adolescent Health Program and Perinatal Services Program have been occupying Suite 228 (650 sq. ft., of the proposed 4,100 sq. ft., of office space at 680 8th Street) since April 1, 1993 on a month to month basis. According to Mr. Hoppe this lease has been on a month to month basis since April 1, 1993, because the DPH anticipated the future need for all offices to vacate the 101 Grove building for seismic upgrade, and was waiting to incorporate all six BCYF programs under one lease. This office space, Suite 228, is included in the proposed 16-month lease.

4. Mr. Hoppe advises that the BCYF employees currently located at 101 Grove Street have approximately 125 sq. ft. of office space per employee. At 680 8th Street, these employees will have approximately 173 sq. ft. per employee. Mr. Hoppe states that 101 Grove Street provides inadequate space per employee.

Recommendation: Approve the proposed resolution.

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Item 4 - File 64-95-12

Department: Department of Public Health (DPH)

Item: Resolution authorizing an amendment to an existing lease for real property at 2789 25th Street for the Department of Public Health.

Location: 2789-25th Street

Purpose of Lease: To provide office space for the Department of Public Health, Paramedic Division's administrative headquarters and the Ambulance Communication Medical Dispatch Center.

Lessor: Plant Properties, Inc.

Lessee: Department of Public Health, Paramedic Division

No. of Sq. Ft. and Cost Per Month: Approximately 38,379 square feet at approximately \$2.13 per square foot, or \$81,834.25 per month (The monthly rent of \$81,834.25 will be effective as of January 1, 1996. Until January 1, 1996 the monthly rent is \$70,964.25) (See Description below).

Annual Cost: \$982,011 (effective January 1, 1996)

% Increase over 1994-95: 2.2 percent increase

Term of Lease: November 13, 1990 to June 30, 2005 (approximately 14 years and seven months) (The original lease is scheduled to expire June 30, 2000. The proposed amendment to the lease would extend the lease from July 1, 2000 to June 30, 2005, or five years).

Utilities and Janitor Provided by Lessor: No

Right of Renewal: No

Source of Funds: San Francisco General Hospital, Paramedic Division's Operating Budget. Funds in the amount of \$140,220 have been appropriated in the FY 1995-96 budget to be used for the cost of the seismic upgrades (\$65,220) and Americans with Disabilities Act renovations (\$75,000) which will occur between January 1, 1996 and June 30, 1996 (See Description below).

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Description:

In April of 1994, the Department of Public Health, Paramedic Division was informed by the Bureau of Building Inspection (BBI) of the Department of Public Works that (1) the Paramedic Division should be an Essential Services Building, as defined by the California Health and Safety Code, and (2) the Paramedic Division did not meet the State's Essential Building Code requirements. An Essential Services Building is a building, such as a dispatch center, which must meet stringent seismic codes in order to remain functional after an earthquake.

According to Mr. Anthony DeLucchi of the Real Estate Department, the proposed amendment to the lease was negotiated in order to allow the Paramedic Division to pay for the seismic upgrades over the proposed extended lease term. Mr. DeLucchi advises that the total cost of the seismic upgrades is \$994,056, of which the City will fund \$776,853 (78 percent), and the building owner, Plant Properties, Inc. will fund \$217,203 (22 percent). Mr. DeLucchi advises that the City's portion of the seismic upgrade costs (\$776,853) would be amortized over the proposed term of the lease at 11 percent interest. Therefore, Mr. DeLucchi advises that the monthly payments for the lease would increase by \$10,870 per month, or \$130,440 per year, from \$851,571 per year to \$982,011 per year beginning January 1, 1996 through June 30, 2005.

In addition, Mr. DeLucchi advises that as a consequence of the proposed seismic upgrades, the building must also meet current ADA standards. Mr. DeLucchi advises that the ADA renovations are estimated to cost \$75,000. Ms. Pippa Amick of the Paramedic Division advises that the cost of the seismic upgrades in FY 1995-96 of \$65,220, which will be incurred between January 1, 1996 and June 30, 1996, as well as the total cost of the ADA renovations (\$75,000) are budgeted in San Francisco General Hospital, Paramedic Division's FY 1995-96 budget.

Comments:

1. Ms. Claudine Venegas of the Real Estate Department advises that while building owners are responsible to fund a minimum level of seismic upgrades, building owners are not required to fund seismic upgrades in order to make a building qualify as an Essential Services Building. Ms. Venegas advises that currently there are no available alternate sites for the relocation of the Paramedic Division which meet the Essential Services Building Code requirements.

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2. Ms. Venegas advises that the building owner, Plant Properties, Inc. has already completed a portion of its seismic upgrades, which includes engineering and soil stabilization. The remaining seismic upgrades, including those portions funded by Plant Properties, Inc., and the City, are scheduled to begin January 1, 1996 and be completed by April 30, 1996.
3. Ms. Venegas advises that on July 1, 2000, the monthly rental rate shall be adjusted to fair rental value as described in the Amendment to the Lease. Ms. Venegas advises that the monthly payment of \$10,870 for the seismic upgrades will not change.

Recommendation: Approve the proposed resolution.

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Item 5 - File 64-95-13

Department: Real Estate Department
Department of Social Services (DSS)

Item: Resolution authorizing a new lease of real property at 30 Van Ness Avenue for the Department of Social Services.

Location: 30 Van Ness Avenue

Purpose of Lease: Office, classroom, and meeting space for the Department of Social Services GAIN (Greater Avenues to Independence) job training program's Success Center.

Lessor: Herbst Foundation

Lessee: Real Estate Department, for the Department of Social Services

No. of Sq. Ft. and Cost Per Month: 4,584 square feet, monthly rent of \$5,730, for a rate of \$1.25 per square foot per month.

Annual Cost: \$68,760

% Increase over 1994-95: New lease. The Success Center of the GAIN program which is to be housed at 30 Van Ness is entirely new for San Francisco.

Term of Lease: Five years, commencing December 1, 1995 through November 30, 2000.

Utilities and Janitor Provided by Lessor: Yes

Right of Renewal: Two options to renew for two-year periods each, with the rental rate to be adjusted by the Consumer Price Index.

Source of Funds: Federal funds (37 percent), State funds (27 percent) and General Fund monies (36 percent) included in the DSS FY 1995-96 budget.

Description: The proposed lease is for a portion of the second floor of 30 Van Ness Avenue, for use by DSS for a job training facility known as a GAIN (Greater Avenues to Independence) Success Center. The City already leases the fourth and fifth floors of 30 Van Ness for the Bureau of Architecture and the Bureau of Engineering of the Department of Public Works.

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The GAIN program is a program operated by County social service departments throughout California which provides welfare recipients with employment training opportunities, training in job search skills, and assistance with job placement. Funds for the program are provided from the Federal government (37 percent of costs), State government (27 percent of costs), and from local sources (36 percent of costs). San Francisco's share of the costs of the GAIN program, including funds for rental of this space, have been included in the DSS' FY 1995-96 budget.

Under the proposed lease, the City also has an option to pre-pay rental payments, and would receive a present value discount of 6.375 annual percentage rate for any pre-paid rental payments.

According to Ms. Rose Chow of DSS, the facility of the GAIN program which will be located at 30 Van Ness, known as a Success Center, is a new program which is being operated in San Francisco for the first time. Ms. Chow reports that the 4,584 square feet at 30 Van Ness Avenue will house a total of 11 permanent DSS staff and up to 3 private contractors, and will provide meeting space, classroom space and a phone bank area for use by up to 200 clients on a daily basis, for a total of up to 214 persons using this facility. Including staff, contractors, and clients, this space will provide approximately 21 square feet per person, primarily in classroom areas. The 11 DSS staff who will operate the GAIN Success Center program are currently housed in a City-owned building at 170 Otis Street, where they occupy approximately 825 square feet, or 75 square feet per person. Ms. Chow reports that the space formerly occupied by these staff at 170 Otis Street will be occupied by between 7 and 15 other DSS staff, including new staff approved in the FY 1995-96 budget, and existing staff who are overcrowded in their current offices at 170 Otis Street.

Under the proposed lease, the landlord, Herbst Foundation, has agreed to make tenant improvements estimated to cost \$154,723, or approximately \$33.75 per square foot, and the City has agreed to provide an amount of \$19,279 for tenant improvements, or approximately \$4.20 per square foot in FY 1995-96. As with other costs of the GAIN program, the City is responsible for 36 percent of the \$19,279 for tenant improvements. Funds for this purpose, in the amount of \$6,940, have been provided from the General Fund and are already included in the DSS's budget for FY 1995-96.

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The rental rate of \$5,730 monthly will remain the same throughout the five year period of the lease. However, the City will also pay a pro-rated share over those of a base year (August 1, 1996 through July 31, 1997) of increases in pass-through operating costs including elevator maintenance, and other common area maintenance costs.

Recommendation: Approve the proposed resolution.

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Item 6 - File 65-95-9

Department: Port of San Francisco
Redevelopment Agency

Item: Ordinance approving Fourth Amendment to Option to Lease Real Property between the Port of San Francisco and the San Francisco Redevelopment Agency for properties in the South Beach Redevelopment Area.

Location: Ten defined parcels around South Beach harbor in the Rincon Point-South Beach Redevelopment Area

Purpose of Lease: Develop portions of the Rincon Point-South Beach Redevelopment Area

Lessor: San Francisco Port Commission

Lessee: San Francisco Redevelopment Agency (SFRA)

No. of Sq. Ft. and Cost Per Month: The ten parcels leased by the San Francisco Redevelopment Agency from the Port contain a total of 2,737,854 square feet of property. SFRA pays the Port monthly rent of \$616,612, or approximately \$0.225 per square foot, plus all monthly sublease revenues in excess of \$12,252,240 (monthly sublease revenues are currently well below this level). The proposed Fourth amendment would not affect lease revenues or rental rates.

Description: In September of 1984, the Board of Supervisors approved an Option to Lease Real Property Agreement between the Port and the SFRA for ten parcels of real property in the Rincon Point-South Beach area. The Option Agreement sets the general terms of the lease, allows the SFRA to sublease the properties, and sets the rental rates to be paid under subleases and rents to be paid from the SFRA to the Port.

The current Fourth Amendment affects three of the ten lease parcels, as follows;

- Parcels M-1 and M-2. These parcels are planned to become part of a public park under the Rincon Point-South Beach Redevelopment Plan, however, the SFRA cannot proceed with implementing this portion of the Redevelopment Plan until the Port relocates its maintenance facility which is currently occupying these

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parcels. The proposed Fourth Amendment therefore extends the existing lease on these parcels from the date it expired on September 26, 1995, to July 31, 1996, a period of approximately 10 months.

- Portions of Parcel N-2. Portions of Parcel N-2 are presently subleased by the Port to the Sailing Ship Dolphin Rempp, and to the Java House (both restaurants). When construction of the second phase of the public park area proceeds, the SFRA will lease these parcels from the Port and the parcels will have to be vacated and the businesses relocated by the SFRA. However, construction is not yet scheduled to proceed in this area. The proposed Fourth Amendment therefore extends the current sublease between these tenants and the SFRA from the date it expired on September 26, 1995, to July 31, 1996, a period of approximately 10 months.

The proposed Fourth Amendment to the Option to Lease Real Property only extends the agreement regarding parcels M-1, M-2 and N-2 for a period of 10 months. Mr. Michael Kaplan of the SFRA advises that the SFRA plans to continue to extend this agreement for a minimum of 5 years, as the Agency cannot proceed with development of these parcels prior to that time. However, the Port has requested that extensions be negotiated and agreed on an annual basis so that the Port can maintain flexibility in leasing and managing Port property, and has therefore authorized an extension only until July 31, 1996 at this time. Additional extensions of this agreement regarding parcels M-1, M-2 and N-2 lease will be proposed in the future by the SFRA.

Comment:

The proposed Fourth Amendment to the Option to Lease Real Property does not affect rental rates, or the lease revenues paid to the SFRA, or payments from the SFRA to the Port.

Recommendation: Approve the proposed ordinance.

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Item 7 - File 65-95-13

Departments: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing the first amendment to the lease for the Hall of Justice Cafeteria.

Location: Basement area of the Hall of Justice located at 850 Bryant Street

Purpose of Lease: Hall of Justice Cafeteria

Lessor: City and County of San Francisco

Lessee: Benson T. L. Lam

No. of Sq. Ft. and Cost Per Month: The proposed lease amendment would reduce the square footage of the Hall of Justice Cafeteria by 328 square feet from 3,350 square feet to 3,022 square feet, with a corresponding reduction in the monthly rent paid to the City of \$327.52 from \$3,639 or approximately \$1.09 per square foot per month to \$3,311.48.

Annual Cost: \$39,737.76

% Decrease over 1994-95: 9 percent decrease because of the reduced square footage

Term of Lease: April 1, 1992 through March 31, 1997 (five years) - The effective date of the proposed amendment would be the date following the Board of Supervisors approval of the subject legislation.

Utilities and Janitorial Services: Utilities paid by the City - Janitorial Services paid by the lessee.

Right of Renewal: No options for renewal - A new lease would have to be negotiated when the current lease expires

Description: The Real Estate Department advises that Benson T. L. Lam requested the 328 square foot reduction in the square footage of the cafeteria because the space was not being utilized.

The Real Estate Department also advises that the DPH is proposing to use the vacated 328 square feet of space for

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office space for the DPH's Jail TB Screening Unit, which has been at its current location at County Jail No. 8 at 1425 7th Street for the past three months, on an interim basis. Mr. Tom Hoynes of the DPH, advises that the three staff assigned to the TB Screening Unit have been using borrowed space in various locations at County Jail No. 8 facilities for approximately three years and that the DPH is proposing to relocate this Unit to the basement area of the Hall of Justice, in order to provide permanent space for this Unit. According to Mr. Hoynes, the TB Screening Unit is responsible for screening County Jail inmates for Tuberculosis and for case management follow-up of those inmates who have been diagnosed with Tuberculosis.

Recommendation: Approve the proposed resolution.

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Item 8 - File 97-95-54

Department: Employees Retirement System
Health Service System

Item: Ordinance amending the Administrative Code by amending Sections 16.550 through 16.564 regarding Retirement Board and Health Service Board elections.

Description: The proposed ordinance would amend Sections 16.550 through 16.564 of the Administrative Code, which currently establish the procedures for administration of elections of trustees of the Retirement Board. The proposed ordinance would institute the following changes:

- Establish that the election of Trustees of the Health Service Board would be conducted using the same procedures as those used for the Retirement Board, by adding language referring to the Health Service Board to all references to the Retirement Board. There is currently no formal procedure for conducting elections to the Health Service Board.
- Permit either Board to choose to mail ballots to the homes of active members (i.e., members who are current City employees), rather than distributing ballots to active members at their workplaces. All retired members receive their ballots in the mail, but the Administrative Code currently states that City departments are responsible for distributing ballots provided by the Registrar of Voters, to current City employees.
- Give each Board a choice, prior to each election, of whether to have the Registrar of Voters conduct their election, or to hire an "unbiased independent contractor" to conduct the election. Under the current Administrative Code, the Registrar of Voters administers all elections for these Boards.

Comments:

1. Mr. Randy Smith, Director of the Health Service System, states that there are presently no written guidelines to regulate the conduct of elections to the Health Service Board. Mr. Smith advises that the Health Service Board wishes to establish a parallel process to that which is used for the Retirement Board.

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2. Ms. Clare Murphy, Director of the Retirement System, states that the Retirement Board has expressed the concern that City departments do not always ensure that ballots provided to them are distributed to all members of the Retirement System on their payroll. Ms. Murphy states that, for this reason, the Retirement Board wishes to have the ability to obtain mail delivery of the ballots to their active members, while retaining department (workplace) delivery as an alternative.

3. Deputy City Attorney Buck Delventhal advises that the proposed legislation, as written, would require mail delivery of ballots to active employees. However, the City Attorney's Office has determined through consultation with the Health Service System and the Retirement System that the intent of the proposed legislation is to give the entity conducting the election (e.g. the Retirement Board or the Health Services Board) the option to choose to mail ballots to the homes of active members. Mr. Delventhal states that an amendment of the whole will be submitted to the Government Efficiency and Labor Committee to clarify this point.

4. Ms. Murphy states that there are currently approximately 26,000 active (as opposed to retired) members of the Retirement System. Therefore, approval of the proposed ordinance could result in an additional postage cost of approximately \$8,320 (26,000 times \$0.32) per election to the Retirement Board. There are generally three separate elections to fill the seven elected positions on the Retirement Board every five years (i.e., one election per year for three years, then no elections for two years).

Mr. Smith states that there are currently approximately 33,000 active members of the Health Service System. Therefore, approval of the proposed ordinance could result in an additional postage cost of approximately \$10,560 (33,000 times \$0.32) per election to the Health Service Board. There are generally three separate elections to fill the three elected positions on the Health Service Board every five years.

5. Ms. Murphy states that the Retirement Board wishes to have the option to hire an independent

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contractor, such as an accounting firm, to manage its elections, instead of using the Registrar of Voters. Ms. Murphy advises that the Retirement Board currently uses a work order to obtain the services of the Registrar of Voters to manage its elections. However, Ms. Murphy reports that Retirement Board elections are sometimes scheduled to occur close to general elections. Ms. Murphy advises that members of the Retirement Board are concerned that the Retirement Board elections may not always be handled in the most effective manner because of competing demands on the resources of the Registrar of Voters.

The proposed ordinance does not specify how an independent contractor would be selected, in elections for which the Retirement Board or the Health Service Board decide to use a contractor rather than the Registrar of Voters. However, Ms. Murphy states that the Health Service System would issue a Request for Proposals (RFP) in such a situation.

Ms. Murphy advises that the Retirement Board generally issues a work order to the Registrar of approximately \$29,000 per election. Because neither the Retirement Board nor the Health Services Board have previously used an independent contractor to manage elections, it is not known how the cost of such a service would compare with the Registrar's cost.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 9 - File 289-95-1

Department: Department of Human Resources (DHR)

Item: Resolution approving the election of the Municipal Executives Association (MEA) to include the following classifications (1) 2369 Director of Nurses, Laguna Honda Hospital, (2) 2370 Director of Nurses, San Francisco General Hospital, (3) 2833 Public Health Nurse Administrator, and (4) 2836 Director, Public Health Nursing, within the coverage of Charter Section 8.409.

Description: The four nurse classifications listed in the proposed legislation are management positions and are represented by the Municipal Executives Association (MEA). These classes are currently covered under Section 8.403 of the Charter. Under the Charter, employee organizations such as the MEA representing employees in classifications covered by Section 8.403 of the Charter may elect to remove such employees from coverage under Section 8.403 and place them under the coverage of Charter Section 8.409 for purposes of collective bargaining.

According to Ms. Alice Villagomez of the DHR, the Municipal Executives Association has elected to include these four management nurse classifications under the coverage of Charter Section 8.409 so that a separate bargaining unit does not have to be created by the Human Resources Department's Employee Relations Division to cover these classifications, and these classifications can be included under existing bargaining units represented by the MEA.

Comments:

1. Management nurses in the classes listed above are already compensated according to pay and benefit levels set by the collective bargaining agreement between the City and the MEA. Currently, there is only one position authorized in Class 2369 Director of Nurses, Laguna Honda Hospital, and the other three classifications are currently not in use.
2. There is no additional fiscal impact to the City as a result of including these classifications in Charter Section 8.409.

Recommendation: Approve the proposed resolution.

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Item 10 - File 25-95-32

Department: San Francisco Water Department (SFWD)

Item: Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County Employees

Services to be Performed: Custodial Services at 425 Mason Street and at the Water Department's Office located at Pier 33.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for custodial services for FY 1995-96 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$71,330	\$84,229
Fringe Benefits	22,563	24,881
Window Washing & Supplies	<u>5,900</u>	<u>5,900</u>
Total	\$99,793	\$115,010
<u>Contractual Services Cost</u>	<u>88,800</u>	<u>88,800</u>
<u>Estimated Savings</u>	10,993	26,210

Comments: 1. The San Francisco Water Department's (SFWD) custodial services are currently performed under a work-order by the Department of Public Works (DPW). However, the Controller's analysis of the City-Operated Service Costs is based on the cost which would be incurred by the SFWD to provide these services. Mr. Matthew Hymel of the Controller's Office advises that DPW charges \$42,000 to \$52,000 more to do this work than it would cost the SFWD to

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conduct the work due to the overhead costs charged by DPW. The range is based on the difference between the lowest and the highest salary steps.

Mr. Hymel advises that in order to compare the City-Operated Service Costs to Contracted Service Costs, the Controller based his analysis on the least expensive City-Operated Service Costs. In this case, the City-Operated Service Costs would be less if the Water Department provided in-house custodial services rather than DPW providing such custodial services.

2. Mr. Bob Vasconcellos of the SFWD advises that the SFWD provided custodial services in-house with 4.0 FTE until the end of FY 1994-95. According to Mr. Vasconcellos, at that time, the SFWD determined that the custodial services provided by the SFWD were inadequate because (1) the organizational structure to oversee the custodial services was non-existent due to a supervisorial position (the fifth FTE) having been eliminated at the beginning of FY 1994-95, and (2) if any of the 4.0 FTE SFWD custodial positions were absent, the SFWD did not have any replacements. Therefore, as of the beginning of FY 1995-96, all custodial positions in the SFWD budget were eliminated, and the SFWD began work-ordering \$160,000 to DPW to provide custodial services. Mr. Vasconcellos advises that the work-order budget of \$160,000 to DPW is approximately equivalent to the SFWD's in-house budget for custodial services.

However, Mr. Vasconcellos advises that the FY 1994-95 budget of \$160,000 for the SFWD funded 4.0 FTE, whereas the \$160,000 work-order to DPW funds 2.5 FTE positions in DPW. Nonetheless, Mr. Vasconcellos advises that the services provided by DPW with 2.5 FTE are superior to those services which the SFWD provided with 4.0 FTE. Mr. Vasconcellos advises that the SFWD was unable to provide adequate in-house custodial services for \$160,000, and would also be unable to provide in-house custodial services for \$99,793 to \$115,010 (2.5 FTE), as shown in the Controller's analysis.

3. Custodial services have not previously been contracted out at 425 Mason Street and at the Water Department's office located at Pier 33. Currently, the Department of Public Works performs the custodial services at 425 Mason Street under a \$160,000 work-order funded by the Water Department and paid to DPW. Mr. Vasconcellos advises that the SFWD also intends to contract out custodial services for the SFWD's Waterfront Office at Pier 33. Mr. Vasconcellos

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advises that these services are currently conducted by the Port under a \$3,000 work-order.

4. Mr. Vasconcellos advises that the informal cost estimates submitted by three contractors for custodial services did not include an estimate for the cost to provide custodial services at the Waterfront Office at Pier 33 because at the time the bids were requested, the SFWD had not yet determined that it wanted to contract out for custodial services at the Waterfront Office at Pier 33. The Controller's cost comparison analysis does not include the cost to provide custodial services at the Waterfront Office at Pier 33. Therefore, the SFWD has requested a continuance of the proposed resolution to the Government Efficiency and Labor Committee meeting on November 28, 1995, so that the SFWD may obtain contractor cost information for the provision of custodial services at the Waterfront Office at Pier 33.

5. Mr. Cecil Lamar of DPW advises that if a contract is awarded to perform the custodial services for the SFWD, then the proposed resolution would result in layoffs of 2.5 DPW custodial positions.

6. According to Mr. Vasconcellos, the Purchaser will initiate a formal Request for Proposal process for the custodial contract, pending approval of the proposed resolution.

7. Mr. Vasconcellos advises that the Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, will be provided for the November 28, 1995 Government Efficiency and Labor Committee Meeting.

Recommendation: The SFWD has requested that this item be continued to the Government Efficiency and Labor Committee meeting of November 28, 1995.

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Item 11 - File 107-95-1.2

Department: Department of Social Services (DSS)

Item: Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Payment Program" is to be implemented by the DSS, and to also consider the matter of the release of the reserved funds for this Program, in the amount of \$750,000.

Description: In November of 1994, the electorate of the City and County of San Francisco approved the passage of Proposition N, the General Assistance Mandatory Direct Rent Payment Program. Proposition N is an ordinance amending the San Francisco Administrative Code Section 20.59.2, deleting language regarding aid payment to General Assistance (GA) recipients through warrants or checks, and requiring participation in a Mandatory Direct Rent Payment Program (MDRPP) for General Assistance (GA) recipients who have not secured their own housing. Prior to this electoral vote, the Board of Supervisors had voted to reject a similar proposed ordinance (File 97-94-51).

Mr. Jim Buick of the DSS Homeless Program advises that currently, the Tenderloin Housing Clinic (THC), a voluntary program, serves a similar function as the MDRPP, although it does not offer case management services. According to Mr. Buick, GA clients have the option to secure their own housing or participate in the THC program; the MDRPP is only mandatory for GA recipients who do not wish to comply with other housing options. Under the Proposition N ordinance, any homeless individual currently receiving or applying for General Assistance, who does not either (a) secure his/her own housing, or (b) participate in the THC program or in the MDRPP, will be considered ineligible for General Assistance.

DSS reports that, through the DSS's Request for Proposal (RFP) process, Catholic Charities, a non-profit agency, was selected to secure housing, under the MDRPP, for GA recipients who have not secured their own housing. DSS advises that the contract amount is \$750,000 for a 12 month period commencing with the Controller's certification of funds. The Board of Supervisors previously placed this \$750,000 on reserve during the 1995-96 budget process. However as previously reported, Mr. John Madden of the Controller's Office advised that the Controller has already released the \$750,000 reserve. DSS reports that two other non-profit agencies, the Episcopal Sanctuary and the

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Connard House also submitted proposals. The DSS advises that the three proposals were evaluated by a panel composed of DSS staff and client advocates on the basis of a set of criteria which was scored on a point system. Catholic Charities was selected on the basis of having scored the highest number of points. Under the terms of the contract, Catholic Charities is to specifically (1) provide case management and placement services to GA recipients, and act as a intermediary between hotels and clients and (2) act as co-payee for the GA check to insure that rent payments are made to hotels.

According to Ms. Judy Bley of DSS, the DSS has already awarded a contract to Catholic Charities to implement the MDRPP. The MDRPP began on October 10, 1995. However, Ms. Bley advises that the MDRPP is not yet fully operational and only includes those GA recipients, at this time, who volunteer to participate. Ms. Bley states that the DSS anticipates the program will be fully operational by the end of December 1995.

The \$750,000 contract to be expended by Catholic Charities for the period August 1, 1995 through July 31, 1996 is as follows:

<u>Personnel</u>	<u>FTE</u>	
Program Staff	8.45	\$217,621
Administrative Staff	3.40	135,608
Clerical Staff	1.00	22,859
Fringe Benefits		<u>97,837</u>
Subtotal	<u>12.85</u>	\$473,925

<u>Operating Expenses</u>		
Rent		\$45,360
Office Supplies		3,484
Telephone		13,920
Postage		1,200
Mileage/Fast Passes		3,960
Photocopy/Printing		3,000
Insurance		4,600
Professional Services:		
Management Information Systems		
Consulting Services		10,000
Legal Services		10,000
Peer Counselors (10 Counselors x \$100 per/mo. x 12 mos.)		12,000
Computer Equipment		23,550
Equipment Maintenance		4,535

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Other:

Telephone Installation & Computer	
Hookups	\$6,020
Conference Fees (12 staff @ \$100 each)	1,200
Training (\$7,502 per session x 2 sessions covering 11 topics each)	15,000
GA Warrant Transaction Costs*	20,000
Miscellaneous	<u>420</u>
Subtotal	
	\$178,249

Indirect Costs

Total	\$97,826
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Total	\$750,000
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* DSS reports that under the MDRPP, a two-party GA assistance check is being sent to Catholic Charities and Catholic Charities pays the rent for each recipient directly and give the balance of the check amount to the recipient. The two-party checks will be processed at the C and C Check Cashing Service. According to DSS, C and C Check Cashing Service has agreed to allow a Catholic Charities staff person to be on site at C and C Check Cashing Service in connection with the MDRPP. DSS advises that C and C Check Cashing will provide the space necessary for the Catholic Charities staff person at no cost.

The DSS advises that the maximum rent permitted for GA recipients under the MDRPP is \$280 per month. Therefore, the average cost per bed per day is \$9.33 (\$280 per month divided by 30 days), or \$3,405 per year (\$9.33 per day x 365 days per year). Since GA payments are \$345 for a single person per month, most GA recipients would have a balance of \$65 per month for food and other expenses plus approximately \$100 in food stamps.

Comments:

1. According to the DSS MDRPP report issued in May of 1995, there were approximately 14,500 GA recipients, and approximately 2,600 (18%) of these recipients were self-declared as homeless. DSS states that it believes that over half of these recipients have housing, but the GA recipients do not want their GA checks sent to their residence where for example, delinquent AFDC fathers might reside, or where there are insecure mail boxes. Additionally, DSS believes that some of the GA recipients live out-of-county and are receiving GA payments fraudulently. According to the DSS, the MDRPP will assist in eliminating any fraudulent cases, thereby resulting in an estimated decrease in the GA caseload of approximately 300 recipients in 1995-96. As such,

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DSS estimates that only 500 to 700 beds would be required for the MDRPP.

2. In April of 1993, DSS signed a Memorandum of Understanding (MOU) with the DPH, the Department of Public Works (DPW), and the Fire Department, regarding inspections and maintenance expectations of Single Resident Occupancy (SRO) hotels. According to the MOU, every hotel participating in the MDRPP will be inspected quarterly by the Department of Building Inspection (DBI) and monthly by Public Health Inspectors. In addition, DSS has instituted a complaint procedure for GA clients, who will also have tenants' rights under the MDRPP.

3. The DSS has budgeted \$165,324 in workorder funds in its 1995-96 budget for two Public Health inspectors to provide the monthly inspections of the SRO hotels. Therefore, the total cost of implementing the MDRPP is \$915,324 (\$750,000 for the Catholic Charities contract, plus \$165,324 in workorder funds for inspections).

4. DSS states that the MDRPP costs of \$915,324 for Fiscal Year 1995-96 will be offset by savings in GA expenditures. The *average cash payment* per GA recipient is \$330 per month (lower than the maximum *monthly grant amount* of \$345, as some recipients are on GA for partial month periods), or \$3,960 per year. Approximately 232 budgeted GA recipients would need to drop from the program in order for DSS to fully fund the MDRPP costs of \$915,324 with such cost savings (232 recipients x \$3,960 per year equals \$918,720). As previously noted, DSS projects a drop of approximately 300 in the GA caseload in connection with the MDRPP in Fiscal Year 1995-96.

5. The DSS advises that for 1994-95 there was an average of 14,622 GA recipients for a total net expenditure of \$50,994,886. The projected average number of cases in Fiscal Year 1995-96 is 13,826, with a projected total net expenditure of \$47,786,073. This represents an average decrease of 796 GA recipients (or 5.4%) from Fiscal Year 1994-95 (14,622 less 13,826). These estimates include the decline in GA recipients and associated costs savings related to the implementation of the MDRPP. If the MDRPP is not implemented, or does not result in the projected decline in GA recipients, costs for the GA program for Fiscal Year 1995-96 may exceed the program budget, according to Ms. Judy Bley, Director of Planning for DSS.

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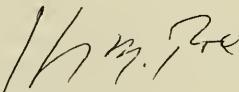
6. As previously noted, the DSS estimates that under the MDRPP approximately 500-700 single resident occupancy (SRO) hotel rooms will be required to accommodate homeless GA recipients. DSS conducted a survey in July, 1995 and found 740 SROs available in San Francisco. According to the DSS, the approximately 740 available SROs found in the July 1995 survey would be sufficient to meet initial program demand, as the MDRPP has a phase-in implementation period. The DSS states that some of the 740 SROs are Americans with Disabilities Act (ADA) accessible. The specific number of such SROs could not be provided by DSS, as of the writing of this report. The DSS states that only hotels that meet current City codes would be accepted for the MDRPP and that all such hotels would be monitored for their continued compliance with the City's codes. The DSS additionally states that Catholic Charities would have the authority to refuse placement of a client, if it believed that a hotel room was unsuitable for occupancy.

7. As previously noted, the \$750,000 earmarked for the Catholic Charities contract was previously placed on reserve by the Board of Supervisors. In June of 1993, the City Attorney issued an opinion that the Board of Supervisors has the right to reserve appropriations for contracts and other expenditures when (1) the Board of Supervisors is imposing specific, objective conditions for the release of the reserved funds and/or (2) the Board is requesting fiscal details regarding the expenditures.

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8. As previously noted, the Controller's Office has advised that the funds from the \$750,000 appropriation for the Mandatory Direct Rent Payment Program have been released and are no longer on reserve.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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11/14/95

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CALENDAR Act Taken

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, NOVEMBER 14, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Teng - Items 1 - 7 and 10

CLERK: Gail Johnson

CONSENT CALENDAR Act Taken

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 38-95-9. [Gift Acceptance, Recreation and Park Department] Resolution accepting four (4) gifts valued at \$45,753.00, for use by the Recreation and Park Department. (Recreation and Park Department)
 - (b) File 89-95-11. [SDI Coverage, Classification 1368] Resolution authorizing enrollment of Classification 1368 Special Assistant IX into the State Disability Insurance Program. (Department of Human Resources)
 - (c) File 133-95-9. [Used Oil Recycling Grant] Resolution authorizing the Chief Administrative Officer to apply for, accept and expend \$235,383.00 in oil recycling grant funding from the California Integrated Waste Management Board; waiving indirect costs. (Chief Administrative Officer)
 - (d) File 138-95-8. [Joint Powers Agreement, Victim Witness Assistance] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$396,145, which include indirect costs of \$17,777, which have been allocated from the State Board of Control Victims of Crime Program, an agent of the State of California, for a project entitled "Joint Powers Agreement with Victim and Witness Assistance Program" for the twelve month period July 1, 1995 through June 30, 1996. (Mayor's Office of Criminal Justice)
 - (e) File 143-95-5. [State Grant, Live Scan Terminal Project] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of Thirty-Eight Thousand Eight Hundred Thirty-Three (\$38,833.00) Dollars for new funding for the Live Scan Terminal Project, no local match is required. (Mayor's Office of Criminal Justice)

(f) File 146-95-20. [Substance Abuse Prevention and Education Services] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse, Child, Adolescent and Family Section, as sub-grantee, in collaboration with the San Francisco Economic Opportunity Council as prime grantee, to apply for retroactively and accept and expend a grant of \$49,996, which includes no indirect costs, and supplies valued at an amount not to exceed \$25,000, from the San Francisco Economic Opportunity Council to provide substance abuse prevention and education services to high risk preschoolers and their families; waiving indirect costs. (Supervisor Alioto)

(g) File 148-95-5. [Grant, Historic Signage and Art Ribbon Projects] Resolution authorizing the Director of Public Works to apply for, accept and expend federal funds in the amount of \$1,192,278 from the Transportation Enhancement Activities Program for (1) The Historic Signage and Art Ribbon Projects associated with the reconstruction of the Mid-Embarcadero Roadway and (2) Information and Signage Program on downtown streets and waiving indirect costs. (Department of Public Works)

(h) File 150-95-5. [State Grant, Twin Peaks Loop Trail] Resolution authorizing the Recreation and Park Department to apply for grant funds of \$162,000, waiving indirect costs, from the Land and Water Conservation Fund Program, for development of the Twin Peaks Loop Trail. (Recreation and Park Department)

ACTION: Items (g) and (h) removed from Consent Calendar. Remainder of Consent Calendar recommended.

g. File 148-95-5. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Director of Public Works to apply for, accept and expend federal funds in the amount of \$1,192,278 from the Transportation Enhancement Activities Program for (1) The Historic Signage and Art Ribbon Projects associated with the reconstruction of the Mid-Embarcadero Roadway and (2) Information and Signage Program on downtown streets and waiving indirect costs; placing \$878,054 on reserve."

h. File 150-95-5. Hearing held. Amended on page 1, line 2, after "to," on page 2, line 1, after "Approves," and on page 2, line 7, after "Appoints," by adding "retroactively." Recommended as amended. New title: "Authorizing the Recreation and Park Department to retroactively apply for grant funds of \$162,000, waiving indirect costs, from the Land and Water Conservation Fund Program, for development of the Twin Peaks Loop Trail."

REGULAR CALENDAR

2. File 51-95-3. [Employee Claims, Personal Property Damaged/Stolen] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty.

July, August, September

ACTION: Hearing held. Resolution prepared in and reported out of Committee. Entitled: "[Reimbursement to Employees] Authorizing reimbursement for cost of personal property of City and County employees damaged/stolen in the line of duty." Recommended. (Controller's report amended for Wendy Buffett by replacing "\$0.00" with "\$157.33" for stolen stethoscope.)

3. File 64-95-11. [Lease of Property at 680 Eighth Street] Resolution authorizing a lease of real property at 680 Eighth Street, San Francisco, for the Department of Public Health, Family Planning and Perinatal Services Programs. (Real Estate Department)

ACTION: Hearing held. Recommended.

4. File 64-95-12. [Lease Amendment, 2789 25th Street] Resolution authorizing an amendment to lease for real property at 2789 25th Street for the Department of Public Health. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

5. File 64-95-13. [Lease of Property at 30 Van Ness Avenue] Resolution authorizing a lease of real property at 30 Van Ness Avenue, San Francisco, for the Department of Social Services. (Real Estate Department)

ACTION: Hearing held. Recommended.

6. File 65-95-9. [Lease Modification, Port/Redevelopment Agency] Ordinance approving Fourth Amendment to Option to Lease Real Property between the Port of San Francisco and the San Francisco Redevelopment Agency for properties in the South Beach Redevelopment Area. (Also see Files 65-95-3 and 65-95-3.1.) (Port)

ACTION: Hearing held. Recommended.

7. File 65-95-13. [Amendment to Lease, Hall of Justice Cafeteria] Resolution authorizing First Amendment to Lease (Hall of Justice Cafeteria) for the Department of Public Health. (Real Estate Department)

ACTION: Hearing held. Recommended.

8. File 97-95-54. [Retirement Board and Health Service Board Elections] Ordinance amending Administrative Code by amending Sections 16.550 through 16.564 regarding Retirement Board and Health Service Board Elections. (Employees' Retirement System)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted. Amended. (See file for details.) Recommended as amended.

9. File 289-95-1. [Collective Bargaining, Nurse Classifications] Resolution approving the election of the Municipal Executives Association to include classifications 2369 Director of Nurses, Laguna Honda Hospital, 2370 Director of Nurses, San Francisco General Hospital, 2833 Public Health Nurse Administrator, and 2836 Director, Public Health Nursing, within the coverage of Charter Section 8.409 Et Seq. (Department of Human Resources)

ACTION: Hearing held. Recommended.

10. File 25-95-32. [Prop J Contract, Custodial Services] Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Public Utilities Commission)

ACTION: Continued to November 28, 1995, meeting.

Note: It is the intention of the Chair to entertain a motion to file the following item (File 107-95-1.2):

11. File 107-95-1.2. [Mandatory Direct Rent Payment Program] Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Payment Program," is to be implemented including the release of funds by the Controller for this program which were placed on reserve by the Board of Supervisors. (Supervisor Hallinan)

ACTION: Filed.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

12. File 45-95-26.2. [Settlement of Litigation, Jeffrey Derderian] Ordinance authorizing settlement of personal injury of Jeffrey Derderian against the City and County of San Francisco and its employee Frederick Lambrecht for \$75,000, each side to bear its own costs and attorneys' fees. (Superior Court No. 958-930.) (City Attorney)

ACTION: Recommended.

13. File 45-95-46. [Rudolph Primus/Janell Leblanc v. CCSF] Ordinance authorizing settlement of litigation of Rudolph Primus against the City and County of San Francisco by payment of \$15,000. (S.F. Municipal Court No. 108-711.) (City Attorney)

ACTION: Recommended.

14. File 45-95-47. [Settlement of Litigation, Shamin Shaikh] Ordinance authorizing settlement of litigation of Shaikh v. City and County of San Francisco, et al., by payment of \$119,000. (U.S.D.C. Northern District of California Case No. 94-3711 CAL.) (City Attorney)

ACTION: Recommended.

15. File 45-95-48. [Gregoria Loaiza, v. CCSF, et al.] Ordinance authorizing settlement of litigation of Gregoria Loaiza against the City and County of San Francisco by payment of \$18,000. (Superior Court No. 965-179.) (City Attorney)

ACTION: Recommended.

16. File 45-95-49. [Settlement of Litigation, G. Bakar Partnership] Ordinance authorizing settlement of litigation of G. Bakar Partnership v. the City and County of San Francisco by the recovery of \$500,000. (Superior Court No. 948-706.) (City Attorney)

ACTION: Recommended.

17. File 45-95-50. [Settlement of Litigation, Robert Hughes] Ordinance authorizing settlement of litigation of Robert Hughes against the City and County of San Francisco by payment of \$10,000. (Superior Court No. 964-030.) (City Attorney)

ACTION: Recommended.

18. File 45-95-51. [Settlement of Litigation, Dennis O'Dwyer] Ordinance authorizing settlement of litigation of Dennis O'Dwyer against the City and County of San Francisco by payment of \$10,000. (Superior Court No. 958-163.) (City Attorney)

ACTION: Recommended.

19. File 45-95-52. [Settlement of Litigation, George Y. Abouata] Ordinance authorizing settlement of litigation of George Y. Abouata against the City and County of San Francisco by payment of \$13,000. (Superior Court No. 960-380.) (City Attorney)

ACTION: Recommended.

20. File 46-95-8. [CCSF v. Burns International] Ordinance authorizing settlement of litigation of City and County of San Francisco v. Burns International by receipt of \$41,673.72. (Superior Court No. 963-726.) (City Attorney)

ACTION: Recommended.

21. File 48-95-26. [Settlement of Claim, Susan Khaw] Resolution approving the settlement of the unlitigated claim of Susan Khaw by payment of \$8,000. (City Attorney)

ACTION: Recommended.

22. File 48-95-27. [Settlement of Claim, Henry Loo] Resolution approving the settlement of the unlitigated claim of Henry Loo by payment of \$10,500. (City Attorney)

ACTION: Recommended.

23. File 48-95-28. [Settlement of Claim, Angelo Irizzary] Resolution approving the settlement of the unlitigated claim of Angelo Irizzary by payment of \$7,500. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Attn: Kate Wingerson

CITY AND COUNTY



OF SAN FRANCISCO

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BOARD OF SUPERVISORS

BUDGET ANALYST

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FAX (415) 252-0461

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November 22, 1995

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendation for mtg of*
SUBJECT: November 28, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 148-92-7.8

Departments: Fire Department
Department of Public Works (DPW)

Item: Release of reserved funds for the Fire Department in the amount of \$34,424, for the purpose of installing an emergency generator at Fire Station No. 39.

Amount: \$34,424

Source of Funds: State Hazard Mitigation Grants

Description: The Board of Supervisors previously approved legislation authorizing the Department of Public Works, on behalf of the Fire Department, to accept and expend four State Hazard Mitigation Grants totaling \$4,971,500 for seismic upgrading at (a) Laguna Honda Hospital (\$1,862,000), (b) San Francisco General Hospital (\$1,400,000) and (c) six Fire Stations (\$1,209,500), and for the installation of emergency generators at 20 Fire Stations (\$500,000). The Board placed \$4,798,964 of the \$4,971,500 on reserve pending selection of contractors, the MBE/WBE status of the contractors and contract cost details.

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The Fire Department is now requesting that \$34,424 of the \$500,000, earmarked for the installation of emergency generators at 20 Fire Stations, be released from reserve to partially pay for the installation of an emergency generator at Fire Station No. 39, located at 1091 Portola Drive. The Fire Department advises that the total estimated cost of the installation of the emergency generator is \$68,848.

Comment: As previously noted, the requested \$34,424 would partially pay for the installation of the emergency generator. Mr. Peter Wong of the DPW advises that the DPW is requesting that this item be continued to the Call of the Chair in order to allow the DPW additional time to provide information on the total source of funds for this project.

Recommendation: Continue this item to the Call of the Chair as requested by the DPW.

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 214-94-7.1

Department: Juvenile Probation Department

Item: Release of reserved funds for the Juvenile Probation Department in the amount of \$209,200.

Amount: \$209,200

Source of Funds: State of California, Department of Youth Authority

Description: The Board of Supervisors previously approved legislation authorizing the Juvenile Probation Department to accept and expend a grant allocation in the amount of \$301,288 from the State of California, Department of Youth Authority for the Aftercare Program and the Camp Challenge Program at Log Cabin Ranch (File 214-94-7). At the same time, the Board of Supervisors placed the entire \$301,288 on reserve pending the selection of contractors, the MBE/WBE status of the contractors and the contract cost details.

The Juvenile Probation Department advises that the purpose of the Aftercare Program is to assist the juvenile detainees in their transition from Log Cabin Ranch to the community. According to the Department, a major thrust of this proposed program is to provide remedial services in a supervised setting, particularly for times of the day when the youths are not in school or at work. Specific services to be provided under this program include interpersonal skills development, academic and vocational assistance, substance abuse, medical and psychiatric treatment, and family support and counseling. The Juvenile Probation Department reports that the Camp Challenge Program will be aimed at providing a structured framework wherein the youths will learn and practice social and problem skills in a physically demanding setting.

The Juvenile Probation Department is now requesting that \$209,200 of the \$301,288 be released from reserve to pay for (1) contract services for the Aftercare Program (\$153,000), (2) emergency roof repairs on the Hidden Valley Ranch Dormitory at Log Cabin Ranch (\$52,700) and (3) operating expenses for the Family Unification Program (\$3,500). The Juvenile Probation Department advises that, although the State grant funds were originally designated to be used to pay for the Aftercare Program and the Camp Challenge Program, State guidelines will allow these grant funds to be used to pay for the emergency roof repairs and the Family Unification Program.

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

The Juvenile Probation Department advises that, through the Department's Request for Proposal process, the Department has selected two non-profit agencies, the Center of Juvenile Crime and Justice, at a cost of \$130,000 and the Youth Guidance Center, at a cost of \$23,000 or a total of \$153,000 to provide contract services in connection with the Aftercare Program. The program services to be provided by the Center of Juvenile Crime and Justice include comprehensive needs assessment, intensive supervision, vocational training and counseling. The Youth Guidance Center (a nonprofit agency) will provide job preparation classes twice a week aimed at assisting the juvenile detainees with basic job seeking and vocational skills.

The Juvenile Probation Department reports that, through the Department's Invitation for Bids process, Gonzalez Roofing has been selected as the lowest responsible bidder to repair the roof on the Hidden Valley Ranch Dormitory, based on a bid amount of \$43,909. Gonzalez Roofing is an MBE firm. Additionally, \$8,791 is being requested for contract management and contingencies. The Juvenile Probation Department advises that two other firms, R & B Roofing Co. (bid amount \$50,000) and Associated Builders (bid amount \$47,520) also submitted bids.

The Juvenile Probation Department reports that the Family Reunification Program provides activities that (1) bring the juvenile detainees and their families together, in order to reinforce the importance of family values and responsibility to the family and the community and (2) assist the juvenile detainees to set goals in life and provide support to achieve those goals. An amount of \$3,500 is being requested for this program.

Budget:

After care Program

Center of Juvenile Crime and Justice

Personnel

Senior Case Manager (1.0 FTE)	\$29,165
Project Director (.37 FTE)	13,677
Program Assistant (.18 FTE)	4,277
Community Case Monitors (1.2 FTE)	29,282
Fringe Benefits	9,895
Subtotal	\$86,296

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

<u>Operating Expenses</u>	
Consulting Services	\$5,100
Recruitment	375
Staff Training	950
Conferences/Meetings	608
Mileage	6,283
Insurance	208
Equipment Lease/Maintenance	1,257
Rent	6,187
Utilities	752
Telephone	4,913
Printing/Duplication	1,158
Postage	479
Materials and Supplies	440
Miscellaneous	38
Subtotal	\$28,748

Administrative Overhead \$14.956

Total \$130,000

Youth Guidance Center

Instructors (2 classes per wk. x 8 hrs.
x \$30 per/hr. x 48 wks.) 23,000

Dormitory Roof Repair

Construction Contract	\$43,909
Construction Management and Contingencies	<u>8,791</u>
Subtotal	52,700

Family Reunification Program

**Bus Transportation between Youth
Guidance Center and Log Cabin Ranch
for Families and Relatives of detainees
(rental of three buses @ \$350 per/bus) \$1,050**

Equipment Rentals for Family Activities	
Tables and Chairs	350
Public Address System	100

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

Counseling and Coordination Activities	
Facilitators (5 @ \$100 each)	\$500
Speakers (3 @ \$100 each)	300
Supplies and Materials	<u>1,200</u>
Subtotal	<u>3,500</u>
Total	\$209,200

Recommendation: Release the reserved funds in the amount of \$209,200.

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 143-95-6

Department: San Francisco Police Department (SFPD)

Item: Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend a grant in the amount of \$500,000 from the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for a project entitled "Youth Gangs/Drug Prevention Program."

Grant Amount: \$500,000

Grant Period: October 1, 1995 to September 30, 1996

Source of Funds: United States Department of Health and Human Services (HHS), Administration on Children, Youth and Families.

Project: Youth Gangs/Drug Prevention Program

Description: The proposed resolution would authorize the Chief of Police to apply for, accept and expend a grant in the amount of \$500,000 from the Federal Department of Health and Human Services for a youth gang and drug prevention program in the City's Western Addition.

According to Sergeant Bruce Frediani of the Police Department's Youth Programs Section, in 1994-95, using \$100,000 in HHS grant funds and working with six community-based organizations, the San Francisco Police Department (SFPD) conducted a survey and planning process to assess resources and develop a comprehensive plan to meet the needs of 9-12 year old youth and families in the Western Addition for services related to prevention of gang and drug activity.

After completion of this planning process, a Request for Proposal for programs needed under the plan was issued, and 23 responses were received. A Steering Committee consisting of SFPD personnel and individuals from community organizations in the Western Addition reviewed the responses and chose nine for a consolidated proposal to be submitted to HHS for funding. HHS has approved the proposal, and has granted an amount of \$500,000, which will be used to fund new and existing youth activities at 12 sites in the Western Addition. Grant funds will also be used to fund salary costs for a Program Coordinator, training sessions for individuals and groups interested in providing programs for youth, a series of parent-youth workshops, and travel, supplies, and miscellaneous costs for project administration.

The organizations participating in this project are working together as the Western Addition Youth Involved (WAY-IN) Consortium,

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and are providing matching goods and services valued at \$310,380 to the project. A description of the programs to be provided to youth is included as Attachment I. The San Francisco Recreation and Park Department (RPD) is one of the participating organizations, and plans to expand or start new programs at existing sites in the Western Addition including a latch-key program, a teen tutoring and recreation program, a Saturday workshop program and a school vacation week day camp. A detailed budget for these activities, as provided by RPD, is included as Attachment II.

In addition to the \$500,000 in Federal grant funds which will support this project, the SFPD will provide matching in-kind services valued at \$96,644 to the project in the form of Police staff time to administer the grant and coordinate programs. The Police staff commitment is for 1 FTE Police Sergeant, and 1.7 FTE Police Officer. Funds for these positions are already provided in the SFPD's FY 1995-96 budget.

The Program Coordinator for this project is a private contractor (Rev. Clarence Shaw) working under contract to the SFPD, and was selected by the Steering Committee as a sole source contractor, due to his experience in working with the Western Addition community.

Budget:	<u>Personnel</u>	
	Program Coordinator	\$40,000
	<u>Administrative Costs</u>	
	Travel (2 staff, 2 trips to Washington, DC for HHS required meetings @ \$1,712/person/trip)	6,850
	Data Entry	2,000
	Supplies (printing, computer supplies, food)	5,135
	Audit (HHS required)	5,000
	Trainee stipends (320 days @ \$20/day)	<u>6,400</u>
	Sub-total	25,385
	<u>Youth Programs and Training Contract</u>	
	Far West Laboratory (training for mentors, volunteers)	34,500
	Family Workshop Consultants (ten 12-14 wk workshops)	42,151
	Back on Track (after school tutoring)	21,150
	Dr. William Cobb Elem. School (after school program)	52,695
	Edgewood Children's Center (grandparents & kids prog.)	37,201
	Operation Contact (recreation & education program)	35,000
	Active Reading Clinic (learn-to-read program)	45,000
	Third Baptist Church (Friday youth dinner & program)	35,000
	Western Addition YWCA (mentoring for girls)	47,004
	San Francisco Recreation and Park Department (RPD)	<u>84,914</u>
		434,615
	TOTAL	\$500,000

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Required Match: \$96,644 (in-kind, included in Police Department's Fiscal Year 1995-96 budget)

Indirect Costs: Grantor does not allow indirect costs to be included under this grant.

Comments: 1. The Police Department advises that the application for these grant funds has already been submitted and the Department was notified that funding had been awarded to the City in September of 1995. The Department further advises that they began work on the project on October 1, 1995. Therefore, the proposed resolution should be amended to provide for authorization to apply for, accept, and expend these grant funds retroactively.

2. Attachment III is a grant summary, as prepared by the Police Department
3. The disability access checklist for this project is in the Clerk of the Board's file.

Recommendations: 1. Amend the proposed resolution to provide for retroactive authorization to apply for, accept and expend the grant funds.
2. Approve the proposed resolution, as amended.

WAY-IN CONSORTIUM

A collaboration of public and private agencies funded by the Department of Health and Human Services (Federal Government) to provide comprehensive, integrated services for 9-12 year old youth in the Western Addition. The program is intended to provide positive alternatives to youth gangs and drugs. The consortium is headed by the Youth Programs Section of the Juvenile Division of the San Francisco Police Department. There should be no cost for any of these services.

Project Director: Sergeant Bruce Frediani
3401 17th St., SF 94110
558-5552, fax 558-5554

Asst Proj Director: Officer Terrye Ivy
3401 17th St., SF 94110
558-5549, fax: 558-5554

Program Consultant: Rev Clarence Shaw
1550 Bryant St., #619, SF 94103
558-8756, fax: 558-8263

Training Consultant: Carol Burgoa (Far West Lab)
730 Harrison St., SF 94107-1242
565-3080, fax: 565-3012

Staff training for professionals, volunteers, mentors at various locations throughout the Western Addition during 1995-1996, specifics to follow.

Family Workshop Consultants: Bernadine Luckey, Hervey Byrd (Corinne Communications)

896 53rd St., Oakland 94608
(510) 601-9510, fax: (510) 601-9846

Ten 12-14 week parent-youth workshops covering a variety of topics relevant to 9-12 year old youth and their parent/caretaker, specifics to follow.

Back on Track: Coordinators: Phillip Greenlief, Mary Vradelis
1399 McAllister St., SF 94115
346-9316, 641-4085, fax: 346-4259

After-school tutoring at Third Baptist Church, space for 30-40 additional students, instruction covering a variety of academic subjects.

Dr. William Cobb Elementary School: Principal Marilyn Hobbs
2725 California St., SF 94115
749-3505, fax: 749-3436
After-school program for 30-35 4th and 5th
graders offering academics, recreation, skill-building etc.

Edgewood Children's Center: Coordinators Evelyn Trowell, Lillian Johnson
One Rhode Island Street, SF 94103
865-3000, fax 865-3099
Expanded "Kinship" and "Grandparents Who Care"
programs at Dr. William Cobb Elementary School, Ben Franklin Middle School and
Rosa Parks (ex-Raphael Weill) elementary school. Programs offer a wide array of
program services and resources to relative caretakers of 9 to 12 year olds.

Operation Contact: Coordinators Melvin Smith, Danny Washington
1006 Webster St., SF 94115
921-4195, 346-4955, fax: 921-1372
Comprehensive plan of coordinated activities for 60-70 youth
between the ages of 9-12. Programs focus on providing recreational, educational and
cultural programs and activities.

Active Reading Clinic: Coordinators Cheryl Barber, Judy Kranzler
1543 Sunnyvale Ave, Suite 201, Walnut Creek 94596
(510) 944-5559, (510) 930-7376, fax: (510) 210-0363
Innovative learn to read program targeted toward 9-12 year
old youth who either cannot read or who have marginal reading skills. Tutoring will be
offered at Back on Track (Third Baptist Church), Dr. William Cobb ES, and Western
Addition YWCA-training for 15-20 volunteers and 40-60 students).

SF Department of Rec and Parks: Coordinator Elaine Molinari
McLaren Lodge, Golden Gate Park, SF 94117
666-7024, fax: 668-3330
Multi-faceted programs for 9-12 year old youth in
Western Addition consisting of: After-school latch-key program at Hamilton Rec Center
for 30 youth;

Young Teens on the Move program relocated to
Ben Franklin Middle School (space for 60 youth);
Rites of Passage program on Saturdays
headquartered at Hamilton Rec Center -12 week workshop program for 80 youth per
session;
School-break camps at Hamilton Rec Center-two
groups of 20 11-12 year old youth at week-long workshops.

Third Baptist Church: Coordinator Rev Ambrose Carroll
1399 McAllister St., SF 94115
346-4426, fax: 346-4259

Friday night youth program 4:00 PM to 9:00 PM including dinner for 60 youth-varietiy of recreational, educational and spiritual programs.

Charles A. Tindley Academy of Music, year-round program of music enrichment focused on African-American music.

Western Addition YWCA: Coordinator Sonya Allen-Smith
1830 Sutter St., SF 94115
921-3814, fax: 921-8412

Three new sites of multi-faceted after-school programs for 20 9-12 year olds girl each.

"Come into the Sun" mentoring program-one on one mentoring for 9-12 year old girls working with positive role models.

Evaluation Consultant: Dr. Carolyn Cates (Far West Lab)
730 Harrison St., SF 94107-1242
565-3019, fax: 565-3012

Cost Estimate
for
SFRP Elements of WAY-IN

Latchkey Programs

Staff	2 @ \$17,730	\$35,460
Staff Assistant	1 @ \$10,080	10,080
Snacks		1,600
	Subtotal	\$47,140

Young Teens...(YTM)

Staff	2 @ \$12,917	In-kind
STAFF	1 @ 1900	1,924
Materials & supplies		3,000
Snacks/lunches		3,000
Transportation		In-kind
	Subtotal	7,924

Rites of Passage

Staff	1 @ \$10,448	\$10,448
Lunches	24 sessions x 80 kids x \$5	9,600
Materials & supplies		3,000
	Subtotal	\$23,048

School Break Camps

Staff	2 @ \$1,900	In-kind
Materials/teachers		\$2,000
	SUB-TOTAL	80,112
	6% Administrative Fee	4,802
	TOTAL	84,914

Summary of Grant Request

Rev. 4/10/90

Actor: ACYF
 Contact Person: _____
 Address: 370 L'Enfant Promenade, SW
6th Floor East, OFM/DDG,
Washington, DC 20447
 Amount Requested: _____
 Term: From 10/01/95 To 09/30/96
 Health Commission: _____

Division: Juvenile Div. (Youth Programs)
 Section: San Francisco, Police Depart.
 Contact Person: Bruce F. Frediani, Sergeant
 Telephone: (415) 558-5549
 Application Deadline: July 28, 1995
 Notification Expected: September 1995

Board of Supervisors: Finance Committee
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 500,000 from the period of 10/01/95 to 09/30/96 to provide Youth Gangs Drug Prevention Program services.

II. Summary: (Context/history; need addressed; member + groups served; services and providers)

The San Francisco Police Department, in cooperation and planning with Western Addition neighborhood community based organizations and City departments, will undertake a comprehensive gang and drug prevention program targeting 9-12 year old residents. The Western Addition is a culturally diverse neighborhood of approximately 38,000 residents located in the heart of San Francisco. Specific programs focusing on academics, health recreation, family services, safety ect. have been identified and developed from the community III. Our Objectives to support this effort.

To provide positive alternatives to drugs, gangs, and violence for the targeted population; it is hoped that the incidence of involvement in drugs, gangs, and violence would continue to escalate in the targeted area.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$500,000		\$96,644	(see note)
Personnel		40,000		96,644	
Equipment		0			
Contract Svc.		436,615			
Mat. & Supp.		5,135			
Facilities/Space		0			
Other		11,400			
Indirect Costs		0			
Travel		6,850			

VI. Data Processing

(costs included above)					
F/T CSC		1			
P/T CSC		3			
Contractual		5-12			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Salaried by City and County of San Francisco (1 F/T Sergeant, 1 ½ F/T Police Officer, 2 10% F/T Police Officers)

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source X _____ (If sole source, attach Request for Exemption Form).

*Sole source contractual services to be performed by participating agencies.
 Note: remainder of \$167,000 required match is contributed in-kind by partici-

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Item 1d - File 146-95-19

Department: Department of Public Health (DPH)
Community Health Services

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for retroactively and to accept and expend a new grant in the amount of \$165,928, from the State Department of Health Services.

Grant Amount: \$165,928 (see Description below)

Grant Period: January 1, 1996 through June 30, 1996

Source of Funds: State Department of Health Services.

Project: Collaborative Immunization Project

Description: The DPH has advised the Budget Analyst that the DPH has submitted an Amendment of the Whole for the November 28, 1995 Government Efficiency and Labor Committee Meeting. The following report reflects the Amendment of the Whole, which reduces the grant amount form \$349,281 to \$165,928. The proposed grant funds would be used by the DPH to fund the new Collaborative Immunization Project. Under this project, the DPH, in collaboration with three community-based organizations, will conduct needs assessments, outreach and education, immunizations and referrals to primary care providers to families in the Mission District with infants and children up to age four. Data collected in connection with this project will include information on service utilization and immunization coverage. Specific project objectives include, but are not limited to (1) six educational sessions for parents, (2) 2,800 vaccinations for infants and children up to age four, (3) tracking 70 percent of all referrals, and (4) three presentations to primary care providers.

The DPH is proposing to subcontract on a sole source basis with the following three non-profit organizations: Central American Resource Center, Mission Neighborhood Health Center and Good Samaritan Family Resource Center. The DPH is subcontracting on a sole source basis with these organizations based on the following criteria: (1) each of the three organizations has extensive experience working with the target population (Latino families); (2) each of the three organizations is located in the Mission district, which is a targeted area for the proposed project; and (3) each of the three organizations collaborated with the DPH in the

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development of the grant application, as stipulated by the Grantor. Ms. Norma Martinez of DPH advises that the DPH staff conducted an informal search akin to a good faith effort to identify interested parties.

Budget: The overall budget is as follows:

Personnel

	<u>FTE</u>	
2825 Senior Health Educator (Project Director)	1.0	\$26,023
2822 Health Educator	0.7	19,404
1444 Secretary	<u>1.0</u>	<u>16,692</u>
Subtotal Personnel	2.7	\$62,119
Fringe Benefits	<u>=</u>	<u>16,692</u>
Total Personnel	2.7	\$78,811

Operating Expenses

Office Supplies	\$1,250
Computer Supplies	500
Reproduction (photocopying and mass mailings)	1,166
Rent (approximately \$1,342 per month for 6 months)	8,050
Training Materials (educational materials for use by DPH Staff & collaborating agencies)	2,336
Travel (See Comment)	4,875
Telephone and Computer Line monthly charges	<u>2,250</u>
Subtotal Operating Expenses	\$20,427

Subcontractors

Central American Resource Center (See Attachment I)	\$20,932
Mission Neighborhood Health Center (See Attachment I)	24,211
Good Samaritan Family Resource Center (See Attachment I)	18,616
Subtotal Subcontractors	\$63,759
Administrative Fee of up to 5% for each Community Health Center subcontractor	<u>2,931</u>
Total Subcontractors	<u>66,690</u>

TOTAL \$165,928

Required Match: None

Indirect Costs: None - the State Department of Health Services does not allow the expenditure of these grant funds for indirect costs.

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Comments:

1. The amount of \$4,875 for travel expenses will fund (a) \$875 for In-State travel, and (b) \$4,000 for Out-of State travel. Documentation provided to the Budget Analyst states that the In-State travel expenses would be used to reimburse the Project Director and the Health Educator for transportation costs associated with meetings, in-service trainings, and for the delivery of vaccines to public providers. The Out-of State costs include transportation, lodging, and per diem expenses for two staff persons to attend a national immunization conference.
2. The Department has prepared a Disability Access Checklist for each of the three subcontractors. These Disability Access Checklists are on file at the Office of the Clerk of the Board of Supervisors.
3. Attachment II is a Summary of Grant Request form, which was prepared by the Department.

Recommendation: Approve the proposed resolution.

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DHS 8312 (2/94)

EXHIBIT B
BUDGET
PAGE 3 OF 5 PAGES

APPLICATION FOR IMMUNIZATION PROJECT SUBVENTION FUNDS

Applicant: County of San Francisco - Dept. of Public Health
Budget Period From: 01/01/96 to 06/30/96**III. Subcontracts**(List the name of the contractor or consultant and the time period of the contract.
Also, indicate the hour/weekly/monthly rate of reimbursement and total contract amount)

Name of Subcontractor: Central American Resource Center
 Address: 1245 Alabama Street
 City, State, & Zip Code: San Francisco, CA 94110
 Telephone #: (415) 824-2330 FAX (415) 824-2806

I. Personal Services (List positions)	Time Period	Rate of Reimbursement	Dollar Amount Required from California
Nurse	435 hours	\$17.80 - 19.80/hr	\$ 7,750
Education/Outreach Worker	435 hours	\$11.48- 13.48/hr	5,000
Personal Services Subtotal			12,750
Fringe Benefits Rate = 24%			3,060
<i>Personal Services Subtotal</i>			\$ 15,810

II. Operating Expenses

Supplies	<u>Clinical supplies, postage , publicity, copies, & office supplies</u>	\$2,400
Health Education Materials		-0-
Travel		-0-
Equipment	<u>Malpractice and Liability insurance, computer, phones & rent</u>	\$2,722

*Operating Expenses Subtotal***\$5,122**Subcontracts Total = (I. Per. Service + II. Operating Expen.)**\$20,932**

(Include amount on III. Subcontracts, Exhibit B, Budget, page 2)

Note: A written justification of the above Contractor service(s) and expected completed work product(s) must be included in Exhibit C Budget Justification of this agreement.

S 8312 (2/94)

EXHIBIT B
BUDGET
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APPLICATION FOR IMMUNIZATION PROJECT SUBVENTION FUNDS

Applicant: County of San Francisco - Dept. of Public Health
Budget Period From: 01/01/96 to 06/30/96

Subcontracts

list the name of the contractor or consultant and the time period of the contract.
 so, indicate the hour/weekly/monthly rate of reimbursement and total contract amount)

Name of Subcontractor: Mission Neighborhood Health Center
 Address: 240 Shotwell Street
 City, State, & Zip Code: San Francisco, CA 94110
 Telephone #: (415) 552-3870 FAX (415) 431-3178

<u>I. Personal Services (List positions)</u>	<u>Time Period</u>	<u>Rate of Reimbursement</u>	<u>Dollar Amount Required from California</u>
Registered Nurse	300 hours	\$20.00 - \$22.00/hr	\$ 6,000
Licensed Vocational Nurse	237 hours	\$16.00 - \$18.00/hr	3,800
Outreach Liaison	500 hours	\$14.00 - \$16.00/hr	7,000
Security Guard	200 hours	\$12.00 - \$14.00/hr	2,400

Personal Services Subtotal\$ 19,200

II. Operating Expenses

Supplies	<u>Clinical supplies (gloves, syringes, gauze, etc.) &</u>	<u>1,000</u>
Health Education Materials	<u>Office supplies (paper, envelopes, copies, etc.)</u>	<u>-0-</u>
Travel (in-state)	<u>Gasoline for immunization van, maintenance, insurance, &</u>	<u>511</u>
Equipment	<u>storage</u> <u>small refrigerator for vaccines, van remodeling per specific-</u>	<u>3,500</u>
	<u>ations to deliver vaccines, portable computer for on-site data input</u>	

*Operating Expenses Subtotal*5,011Subcontracts Total = (I. Per. Service + II. Operating Expen.)\$24,211

Include amount on III. Subcontracts, Exhibit B, Budget, page 2)

Note: A written justification of the above Contractor service(s) and expected completed work product(s) must be included in Exhibit C Budget Justification of this agreement.

EXHIBIT B
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APPLICATION FOR IMMUNIZATION PROJECT SUBVENTION FUNDS

Applicant: County of San Francisco - Dept. of Public Health
 Budget Period From: 01/01/96 to 06/30/96

III. Subcontracts

(List the name of the contractor or consultant and the time period of the contract.

Also, indicate the hour/weekly/monthly rate of reimbursement and total contract amount)

Name of Subcontractor: Good Samaritan Family Resource Center
 Address: 2871 24th Street
 City, State, & Zip Code: San Francisco, CA 94110
 Telephone #: (415) 824-9475 FAX (415) 824-9527

I. Personal Services (List positions)	<u>Time Period</u>	<u>Rate of Reimbursement</u>	<u>Dollar Amount Required from California</u>
Interagency Services Coordinator	240 hours	\$17.00 - 19.00hr	\$ 4,560
Community Outreach Worker	480 hours	\$8.50 - 10.50/hr	5,040
Community Outreach Worker	480 hours	\$8.50 - 10.50/hr	5,040

Personal Services Subtotal\$ 14,640**II. Operating Expenses**

Supplies	<u>Copying (fliers, forms, event calendars), meeting expenses, and office supplies</u>	\$ 1,620
Health Education Materials	<u> </u>	-0-
Travel	<u>cost for public transportation</u>	.1,006
Equipment	<u>telephones</u>	1,350

Operating Expenses Subtotal\$3,976Subcontracts Total = (I. Per. Service + II. Operating Expen.)\$18,616

(Include amount on III. Subcontracts, Exhibit B, Budget, page 2)

Note: A written justification of the above Contractor service(s) and expected completed work product(s) must be included in Exhibit C Budget Justification of this agreement.

For: CA Dept. of Health Services
 Contact Person: Natalie J. Smith, MD, MPH
 Address: 2151 Berkeley Way, Berkeley, CA
 94704-1011
 Amount Requested: \$ 165,928
 Term: From 1/1/96 To 6/30/96

Division: Community Public Health Services
 Section: Bureau of Epi., Dis. Control & AIDS
 Contact Person: Norma D. Martinez
 Telephone: (415) 554-8490
 Application Deadline: July 31, 1995
 Notification Expected: September 30, 1995

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
 Circle or Underline) (augmentation to a) grant in the amount of \$165,928 from the period of
1/1/96 to 6/30/96 to provide supplemental outreach, education, immunization and referral services.

I. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)
 The SFDPH in collaboration with three community-based organizations will conduct assessments, outreach and education, immunizations and referrals to primary care providers to families in the Mission District with children 0-4 years old. Data collected will include information on service utilization and immunization coverage. The collaborating organizations will assist in the formation of a local coalition to increase public awareness of immunizations.

II. Outcomes/Objectives:

Objectives: 6 educational sessions for parents; 2,800 vaccinations for children 0-4 years old; tracking 70% of referrals; 3 consultation meetings to social and health service providers; 3 inservice presentations to service providers; identify member organizations for development of a local coalition.

V. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			165,928			
Personnel			78,811			
Equipment			2,250			
*Contract Svc.			66,690			
Mat. & Supp. + Health Ed. & Training			5,252			
Facilities/Space			8,050			
Other Travel			4,875			
Indirect Costs			0			

VI. Data Processing

(costs included above)

F/T Civil Service		2.0			
P/T Civil Service		1.0			
Contractual		3.38			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

F/T and P/T Civil Service permanent employees will be retained if general funds are available.

*VIII Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)
 11/14/95

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Item 1e - File 38-95-10

Department: Mayor's Office of Emergency Services (MOES)

Item: Resolution accepting a cash gift of \$27,000 from the Rathmann Family Foundation for the upgrade of the computer system at the Mayor's Office of Emergency Services and thanking the Foundation for its gift.

Description: The proposed resolution would accept, on behalf of the City, a gift of \$27,000 from the Rathmann Family Foundation. The proposed funds would be used to purchase and install seven computers in the Mayor's Office of Emergency Services.

The Rathmann Family Foundation is a private foundation, located in Saint Paul, Minnesota, which provides charitable contributions to improve the general welfare of communities by promoting science, technology arts, the environment and education.

Comments: 1. Director of MOES, Rear Admiral Bitoff (RET), advises that no additional costs associated with the purchase and installation of the seven computers are expected to accrue to the Office of Emergency Services as a result of the acceptance of this gift. According to Admiral Bitoff, the on-going maintenance for the seven new computers would be provided for under an existing Departmental maintenance contract.

2. The estimated total cost of the seven Dell computers is \$26,159, or \$3,737 per computer. Admiral Bitoff advises that the balance of \$841 (\$27,000 less \$26,159) of the funds would be used to cover price fluctuations, or for additional computer software.

Recommendation: Approve the proposed resolution.

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Item 1f - File 146-95-21

Department: Department of Public Health (DPH)
Community Health Services (CHS)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$53,000, which includes a match in the amount of \$134,367, from the California Department of Health Services for preventive health services to San Francisco residents over age 60 who have limited access to care; waiving indirect costs.

Grant Amount: \$53,000

Grant Period: August 21, 1995 to August 20, 1996 (See Comment No. 5)

Source of Funds: California Department of Health Services

Project: Preventive health services to San Francisco residents over age 60.

Description: In March of 1995, the Board of Supervisors approved a resolution authorizing DPH to apply for the proposed grant funds in the amount of \$53,000 (146-95-3). The proposed resolution would authorize the DPH to accept and expend the proposed grant funds.

The grant funds would be used to support a new project designed to provide access to preventive health services for low income and ethnic minority persons over the age of 60 who currently have limited access to such health services. The proposed program services would include (1) a health needs assessment of the project target population, (2) comprehensive health assessments for 300 clients (3) community health education in collaboration with non-profit organizations, and (4) training of senior citizen volunteers and community service providers to educate peers on prevention. The program objective is to improve the use of the present health service delivery system by the target population.

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Budget: The following budget provides detail for both the allocation of grant funds, and the allocation of required matching funds (See Comment No. 1)

<u>Personnel</u>	<u>FTE</u>	<u>Grant Funds (Subject of the Proposed Request)</u>	<u>Required Match</u>	<u>Total</u>
Public Health				
Nurse Coordinator	0.50	\$24,961	\$8,251	\$33,212
Public Health Nurse	1.00	0	66,425	66,425
Nurse Manager	0.05	0	3,847	3,847
Public Health Nurse Administrator	.0125	0	1,192	1,192
Health Educator	0.50	10,461	15,691	26,152
Clerk	<u>0.12</u>	<u>3,353</u>	<u>0</u>	<u>3,353</u>
Subtotal Personnel	2.1825	\$38,775	\$95,406	\$134,181
Fringe Benefits percent)		<u>8,053</u>	<u>22,352</u>	<u>30,405</u>
Total Personnel and Fringe Benefits	2.1825	\$46,828	\$117,758	\$164,586
<u>Administrative Overhead</u>				
(10% of the overall Total Personnel and Fringe Benefits. 100% paid by the City)		0	\$16,459	\$16,459
<u>Operating Expenses</u>				
Supplies		1,300	0	1,300
Reproduction and mailing expenses		1,272	0	1,272
Travel (500 to 600 miles @ .24 to .30 per mile)		0	150	150
Stipends (8 volunteer peer educators @ approx. \$312 each)		2,500	0	2,500
Conference Expenses (See Comment No. 2)		<u>1,100</u>	<u>0</u>	<u>1,100</u>
Subtotal Operating Expenses		\$6,172	\$150	\$6,322
TOTAL		\$53,000	\$134,367	\$187,367

Required Match: \$134,367 (Included in DPH FY 1995-96 budget)

Indirect Costs: None- the State Department of Health Services does not allow the expenditure of these grant funds for indirect costs.

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Comments:

1. According to Ms. Mary Anne McGuire Hickey of DPH, the required match of \$134,367 has been included in the DPH, Community Health Services FY 1995-96 budget. Ms. McGuire advises that the match of \$134,367 represents an in-kind contribution.
2. According to DPH, the \$1,100 allocation for Conference Expenses would be used to cover all costs, including air transportation, lodging, and food for two staff persons to attend one mandatory annual conference and one mandatory regional meeting.
3. A Disability Access Checklist for this project is on file with the Clerk of the Board.
4. A copy of the Summary of Grant Request form, prepared by DPH, for the proposed grant, is attached to this report.
5. Ms. McGuire Hickey advises that expenditures have been incurred against this grant. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant funds retroactively.

Recommendations: 1. Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant funds retroactively.

2. Approve the proposed resolution as amended.

Grantor: California Dept. of Health Services
 Contact Person: Rhoda Slagle
 Address: 601 N. 7th St., MS 725
 Sacramento, CA 94231-7320
 Amount Requested: \$53,000
 Term: From 7/1/95 To 6/30/96

Division: Community Public Health Services
 Section: Public Health Nursing & Senior Services
 Contact Person: Mary Anne McGuire Hickey, RN
 Telephone: 554-2752
 Application Deadline: 3/17/95
 Notification Expected: April, 1995

I. Item Description:
 (Circle or Underline) Request to (apply for) ~~to develop~~ a (new) ~~to expand~~ a (location) ~~to provide~~ grant in the amount of \$53,000 from the period of July 1, 1995 to June 30, 1996 to provide preventive health services to San Francisco residents over age 60 who have limited access to health care.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

This is a new grant to provide access to preventive health care services to residents over age 60 who have limited access to care due to geographic isolation, socio-economic factors or cultural or language barriers. Services include: health assessments, community health education, volunteer training and establishment of a provider network of services for low-income, non-frail elderly. prevention Needs assessment is also provided.

III. Outcomes/Objectives:

1) needs assessment; 2) direct care to meet unmet health needs; 3) individual health assessments; 4) a more effective and efficient service delivery system for seniors who have had limited access to care.

IV. Effects of Reduction or Termination of These Funds:

Not Applicable

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			\$53,000		\$134,367	
Personnel			46,828		117,758	
Equipment						
• Established Stipends			2,500			
Mat. & Supp.			1,300			
Facilities Spec Admin. Costs					16,459	
Other Travel			1,100		150	
Indirect Costs Communications			1,272			

VI. Data Processing

(cosus included above)

VII. Personnel

F/T Civil Service

P/T Civil Service

Contractual

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

General Fund

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

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Item 1g - File 146-95-22

Department: Department of Public Health (DPH)
Community Health Services

Item: Resolution authorizing the Department of Public Health, Community Public Health Services to accept and expend a grant of \$16,781, from the California Department of Health Services, Sexually Transmitted Disease (STD) Control Branch, to provide STD outreach education and referral services; waiving indirect costs.

Grant Amount: \$16,781

Grant Period: July 1, 1995 through December 31, 1995

Source of Funds: California Department of Health Services, STD Control Branch

Project: Provide outreach, education and referral services to young women who are at high-risk of contracting a sexually transmitted disease.

Description: The Board of Supervisors previously approved a resolution authorizing the Department of Public Health to accept and expend funds in the amount of \$16,781 for the period between January 1, 1995 through June 30, 1995 for the provision of outreach, education and referral services for young women at high-risk of contracting STDs (146-95-8).

The proposed grant funds would be used by DPH to continue to fund these services for the period between July 1, 1995 to December 31, 1995 through an existing contract with the Street Survival Project, a non-profit agency. The Street Survival Project provides street outreach, STD and HIV prevention education and referral services to primarily young women (12-21 years of age), who are at high risk of becoming infected with a STD.

Specifically, the grant monies will continue to pay for two part-time outreach workers who will work in the vicinity of a mobile van clinic, which is operated by DPH staff and is funded through State grant funds. The DPH estimates that a maximum of 15 clients per week are referred to the mobile van clinic by the Street Survival Project outreach workers. Services provided from the mobile clinic include screening and treatment for sexually transmitted diseases, comprehensive sexually transmitted disease diagnosis, blood pressure screening, pregnancy testing, pap smears, TB

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BUDGET ANALYST

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testing, confidential HIV testing and counseling. In addition to providing STD outreach, education and referral services, the outreach workers distribute safe sex kits to clinic clients.

The proposed budget is as follows:

Budget:

<u>Personnel</u>	<u>FTE</u>	<u>Salary</u>
Outreach Worker	0.5	\$5,742
Outreach Worker	0.5	5,742
Subtotal Personnel		\$11,484
Fringe Benefits		2,297
Total Personnel		\$13,781

Operating Expenses

Client Incentives (fast food coupons, other food items, toiletries items, such as lotion, soap, and deodorant)	3,000
TOTAL	\$16,781

Required Match: None

Indirect Costs: None. The State Department of Health Services does not allow the expenditure of these funds for indirect costs.

Comments:

1. Ms. Jacqueline McCright of DPH advises that expenditures have been incurred against this grant. Therefore, the proposed resolution should be amended to authorize the Department to accept and expend the grant funds retroactively.

2. Ms. McCright of the DPH advises that no grant application was required for the prior allocation of \$16,781 for the period from January 1, 1995 through June 30, 1995, or for the proposed allocation of \$16,781 for the period from July 1, 1995 through December 31, 1995. According to Ms. McCright, when the California Department of Health Services determined that San Francisco was the only local jurisdiction providing STD outreach education and referral services in connection with the State funded mobile van clinic that was not receiving the subject grant funds, the State notified the DPH that the City would be allocated these grant funds.

3. A Disability Access Checklist for this project is on file with the Clerk of the Board.

4. A copy of the Summary of Grant Request form, prepared by DPH for the proposed grant, is attached to this report.

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Recommendations:

1. Amend the proposed resolution to authorize DPH to accept and expend the proposed grant funds retroactively.
2. Approve the proposed resolution as amended.

Grantor: Calif. Dept. Health Services
 Contact Person: Bea Avis
 Address: 601 N. 7th Street
Sacramento, CA 95814
 Amount Requested: \$ 16,781
 Term: From 7/1/95 To 12/31/95

Division: Epidemiology & Disease Control
 Section: Sexually Transmitted Diseases
 Contact Person: Jacqueline McCright
 Telephone: (415) 554-8476
 Application Deadline: None
 Notification Expected: Received

I. Item Description: Request to (apply for) (accept and expend) a. (new) (continuation) (allocation)
(Circle or Underline) (augmentation to a) grant in the amount of \$ 16,781 from the period of
July 1, 1995 to December 31, 1995 provide STD
Outreach and Education services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To reduce the incidence of chlamydia by providing outreach to young women at high risk of STD infection and education, prevention and referral services.
A contract will be developed with a community-based agency, the Street Survival Project, to continue delivering these services. This is an unsolicited State grant. No application was made. These are funds for the second half of the year to continue these services. San Francisco was the only county not receiving funds from the State's Program to address sexually transmitted diseases.

III. Outcomes/Objectives:

1. Increase awareness of consequences of STDs to high risk target population.
2. Provide outreach education and referral services to high risk populations.

IV. Effects of Reduction or Termination of These Funds:

Target population could not be served.

V. Financial Information:

Grant Amount	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Personnel	NA	NA	16,781			
Equipment						
*Contract Svc.			13,781			
Mat. & Supp.			3,000			
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T Civil Service		0				
P/T Civil Service		0				
Contractual		1 FTE				

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

NA

*VIII. Contractual Services: Open Bid _____ Sole Source XX (if sole source, attach Request for Exemption Form)

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Item 1h - File 147-95-8.1 See attached revision

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to expend \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.

Grant Amount: \$30,000

Grant Period: August 16, 1995 through approximately March 1, 1996.

Source of Funds: Corporation for Public Broadcasting/Annenberg Foundation

Project: Community Wide Education and Information (CWEIS) program. The Public Library's portion of the CWEIS program is called the CityLink/Bridge Connection Project.

Description: In July of 1994, the Community Wide Education and Information (CWEIS) program was started as a cooperative effort to build an electronic network between public service agencies in San Francisco so that these agencies could share information and resources and enhance educational tools. The CWEIS program is composed of a consortium of public service agencies, including the San Francisco Unified School District, San Francisco State University, KQED, Inc., WELL (an on-line service provider), CITYWATCH 54, the Exploratorium, Computers and You (a non-profit community center) and the Public Library.

The Public Library's portion of the CWEIS program is entitled the "CityLink/Bridge Connection Project." The Public Library was invited to join the CWEIS program so that (1) the Public Library could become an additional site for the public to access the electronic network of the public service agencies listed above, (2) the Public Library could share its electronic resource system, including on-line catalogs, and Internet access with the public and other agencies, and (3) the Public Library could collaborate with other CWEIS program members to develop methods of enhancing on-line educational tools for students.

The Public Library first hired a planning consultant to initiate development of the CityLink/Bridge Connection

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project using funds provided by the Corporation for Public Broadcasting/Annenberg Foundation in August of 1994. In early 1995, the Public Library replaced the services of the consultant with those of a temporary 1370 Special Assistant, hired with Federal grant funds. The Public Library reports that because these Federal grant funds expired on August 15, 1995, the Corporation for Public Broadcasting/Annenberg Foundation has offered to provide a one time payment of \$30,000 for the salary and fringe benefits of the temporary 1370 Special Assistant XI position from August 16, 1995 through approximately March 1, 1996, or approximately 6.5 months. The amount of \$30,000 is the subject of the proposed resolution. The annual cost of this position is \$55,303, including salary and fringe benefits.

The Public Library reports that it is currently in the process of reviewing other grant funding sources which would be used to fund the planning position (1370 Special Assistant XI) beyond March 1, 1996. The Public Library advises that if future grant funding is reduced or not received, the 1370 Special Assistant XI position would be reduced or eliminated accordingly.

Budget: The budget for the proposed funds from August 16, 1995 through approximately March 1, 1996 is as follows:

Special Assistant XI (1.0 FTE)	\$25,599
Fringe Benefits	<u>4,401</u>
TOTAL	\$30,000

Required Match: None

Indirect Costs: None - Grantor does not allow for the inclusion of indirect costs.

Comments:

1. Ms. Penfila Conopio of the Public Library advises that the Corporation for Public Broadcasting/Annenberg Foundation agreed to pay \$30,000 to fund 6.5 months of salaries and fringe benefits for the Special Assistant XI position in order to continue the planning phase of the Public Library's CityLink/Bridge Connection project. As such, the Public Library did not need to submit an application for the proposed grant funds, according to Ms. Conopio. Legislation to accept the proposed grant funds, in the amount of \$30,000, was approved by the Board of Supervisors in July of 1995.

2. Ms. Conopio advises that expenditures have been incurred against the proposed grant. As such, the proposed resolution

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should be amended to authorize the Department to expend the proposed grant funds retroactively.

3. The Public Library has prepared a Disability Access Checklist for the CityLink/Bridge Connection project, which is on file with the Clerk of the Board.

4. A Summary of Grant Request form, as prepared by the Public Library, is attached.

Recommendations:

1. Amend the proposed resolution to authorize the Department to expend the proposed grant funds retroactively.
2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Ed McBride Telephone: 415-557-4215

Project Title: CityLink/Bridge

Grant Source: Corporation for Public Broadcasting/KQED

Proposed (New / ~~Continuation~~) Grant Project Summary:

The project joins the library in a consortium including KQED, Unified School District, San Francisco State University, The WELL, CityWatch 54, the Exploratorium and other partners to develop and coordinate a Community Wide Education and Information Service on-line and on-cable TV. The program focuses on access to the Internet for the public, homework assistance online, and mentorship for at-risk youth using a variety of telecommunications services. It includes production of a library program for children on cable-TV.

Amount of Grant Funding Applied for: \$30,000

Maximum Funding Amount Available: \$30,000

Required Matching Funds: none

Number of Positions Created and Funded: 1

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? N/A

em of Grant: August 16, 1995 through approximately March 1, 1996

ne Department Notified of Available funds: May 1995

plication Due Date: N/A


Kenneth E. Due
Department Head Approval

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Items 1i, 1j, and 1k - Files 147-95-9, 147-95-10, 147-95-11

Department: Public Library

Item: **Item 1i, File 147-95-9** - Resolution authorizing the City Librarian to accept and expend \$23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are contained in this grant.

Item 1j, File 147-95-10 - Resolution authorizing the City Librarian to accept and expend \$28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are contained in this grant.

Item 1k, File 147-95-11 - Resolution authorizing the City Librarian to accept and expend \$27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are contained in this grant.

Grant Amount: **File 147-95-9** \$23,741
 File 147-95-10 28,140
 File 147-95-11 27,211

Grant Period: October 1, 1995 - September 30, 1996

Source of Funds: United States Department of Education

Project: Project Read

Description: Project Read is the adult literacy program of the San Francisco Public Library. The program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to learners. The proposed grant funds would be used to fund Project Read's Student Support Program, Outreach Program, and Tutor Support Program.

File 147-95-9 - The proposed grant, in the amount of \$23,741, would be used to fund Project Read's Student Support Program. The Student Support Program promotes stronger student involvement and provides opportunities for students to meet and learn from one another. The proposed grant would be used to help establish an adult learner council comprised of Project Read students, provide writing workshops, quarterly workshops, and special events for the students of Project Read.

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File 147-95-10 - The proposed grant, in the amount of \$28,140, would be used to fund Project Read's Outreach Program. The Outreach Program is designed to advertise services offered at Project Read to potential adult students who often lack access to information. The proposed grant would be used to mail and distribute flyers and information packets to community agencies, businesses, churches and professional organizations in order to increase community awareness of Project Read. The Outreach Program also includes advertising in community newsletters and posting ads in buses.

File 147-95-11 - The proposed grant, in the amount of \$27,211, would be used to fund Project Read's Tutor Support Program. The proposed grant would provide tutors with continuing education workshops, social events, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Budget:

The proposed grant funds for Project Read's Student Support Program, Outreach Program, and Tutor Support Program would be used to purchase contractual services from Friends of the San Francisco Library, a non-profit organization.

File 147-95-9 - The Friends of the San Francisco Public Library's budget for the Student Support Program is as follows:

Support Services Coordinator (1,040 @ \$16/hr)	\$16,640
Supplies (Notebooks and pens)	1,500
Writing Instructor's Fees (18 workshops @ \$150 per session)	2,700
Instructional Workshops (2 workshops @ \$135 per session)	270
Printing (Workshop materials, workshop announcements and recognition event invitations)	1,000
Postage (Workshop announcements, recognition event invitations)	<u>500</u>
Total Direct Costs	\$22,610
Indirect Costs (5% of Total Direct Costs)	<u>1,131</u>
Total Student Support Grant	<u>\$23,741</u>

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File 147-95-10 - The Friends of the San Francisco Public Library's budget for the Outreach Program is as follows:

Outreach Consultant (545 hrs. @ \$22/hr.)	\$12,000
Distribution (Fees for distributing flyers, hanging posters and mailings)	4,000
Supplies (Promotional supplies - magnets and pencils with Project Read logo)	2,500
Printing (Flyers, posters, information packets)	3,300
Advertising (Banners, bus posters, ads, billboards)	<u>5,000</u>
Total Direct Cost	\$26,800
Indirect Costs (5% of Total Direct Cost)	<u>1,340</u>
Total Outreach Grant	<u><u>\$28,140</u></u>

File 147-95-11 - The Friends of the San Francisco Public Library's budget for the Tutor Support Program is as follows:

Volunteer Manager (1040 hrs. @ \$16/hr.)	\$16,640
Supplies (Plaques to volunteer tutors)	1,500
Continuing Education Sessions (6 workshops @ \$150 per session)	900
Assessment with Reading Specialist (25 sessions at \$75 per session)	1,875
Printing (Includes continuing education session announcements, continuing education instruction materials, comprehensive evaluation, recognition event invitations, support group announcements, and newsletters)	3,000
Postage (Continuing education workshop announcements, support group announcements, recognition event invitations, and newsletters)	<u>2,000</u>
Total Direct Cost	\$25,915
Indirect Costs (5% of Total Direct Costs)	<u>1,296</u>
Total Tutor Support Grant	<u><u>\$27,211</u></u>

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Required Match: None

Indirect Costs: **File 147-95-9** \$1,131 (5% of the \$22,610 total direct costs)
File 147-95-10 \$1,340 (5% of the \$26,800 total direct costs)
File 147-05-11 \$1,296 (5% of the \$25,915 total direct costs)

Comments: 1. According to Ms. Ana Linder of the Public Library, contractual services are provided on a sole-source basis by the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and therefore is uniquely qualified to provide Project Read services.

2. Ms. Linder advises that expenditures have been incurred against these grants. As such, the proposed resolutions should be amended to authorize the Public Library to accept and expend these grant funds retroactively.

3. Legislation to apply for these grant funds was approved by the Board of Supervisors in May of 1995.

4. The Public Library has prepared Disability Access Checklists for the Student Support Program, Outreach Program, and Tutor Support Program which are on file with the Clerk of the Board.

5. A Summary of Grant Request, as prepared by the Public Library, for each of the three Project Read programs is attached.

Recommendations: 1. Amend the proposed resolutions to authorize the Public Library to accept and expend the grant funds retroactively.
2. Approve the proposed resolutions, as amended.

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Student Support Services

Grant source: U.S. Dept. of Education, LSCA title VI

Proposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to enhance program effectiveness.

One need that has evolved as Project Read has grown and matured is the need for stronger learner involvement in our program, and more opportunities for adult learners to meet and learn from one another. Many adult learners who come to Project Read for help feel that they, alone, have problems reading and writing. The shame they feel often keeps them isolated. We propose to create structure and opportunity for adult learners to increase their education and contribute to the program and to each other. Proposed designs include: an adult learner council, writing workshops, quarterly workshops and an adult learner event.

Amount of grant funding applied for: \$23,741

Maximum funding amount available: \$35,000

Required matching funds: \$0

Number of positions created and funded: 0

Amount to be spent on contractual services: \$22,610

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p.2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Department Head approval:



Kenneth E. Dowlin
City Librarian

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Outreach Project

Grant source: U.S. Dept. of Education, LSCA title VI

Proposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to implement a student and minority tutor outreach project.

A number of barriers must be overcome for a person to come to Project Read. Getting the word out to potential students is a challenge because adults who lack reading skills often lack access to information. A well-developed outreach plan can do much to pave the way to literacy for an increasing number of adults. To reach potential minority volunteers, a personal culturally appropriate approach is necessary. Project Read proposes to implement an outreach plan that involves community agencies, businesses, churches, professional organizations, tutors and students to invite more adult learners to join our program.

Amount of grant funding applied for: \$28,140

Maximum funding amount available: \$35,000

Required matching funds: \$0

Number of positions created and funded: 0

Amount to be spent on contractual services: \$26,800

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

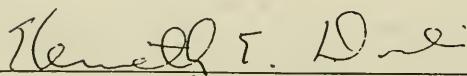
p. 2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Department Head approval:


Kenneth E. Dowlin
City Librarian

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Tutor Support Services

Grant source: U.S. Dept. of Education, LSCA title VI

Proposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

No matter where or with whom our volunteers are placed, the majority express feelings of isolation and instruction difficulties when tutoring. To address these issues we propose to provide tutors with: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Amount of grant funding applied for: \$27,211

Maximum funding amount available: \$35,000

Required matching funds: \$0

Number of positions created and funded: 0

Amount to be spent on contractual services: \$25,915

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p.2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Department Head approval:



Kenneth E. Dowlin
City Librarian

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Item 11 - File 147-95-12

Department: Public Library

Item: Resolution authorizing the City Librarian to accept and expend \$57,540 available from the California State Library's Administration of Library Services and Construction Act (LSCA) Title I Funds for a Southeast Literacy Program; indirect costs of 5% are contained in this grant.

Grant Amount: \$57,540

Grant Period: October 1, 1995 - September 30, 1996

Source of Funds: California State Library's Administration of Library Services and Construction Act (LSCA) Title I Funds.

Project: Project Read - Southeast Literacy Program

Description: Project Read is the adult literacy program of the Public Library. The Project Read program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers.

The proposed grant funds would be used to implement the Southeast Literacy Program. The Southeast Literacy Program is a program designed to (1) provide outreach to individuals in the Bayview-Hunters Point area, (2) promote literacy services in the area, and (3) develop a literacy services delivery system through collaborations with service delivery agencies located in the Bayview-Hunters Point area.

Ms. Ana Linder of the Public Library advises that currently Project Read provides limited outreach and advertising in the Bayview-Hunters Point area because it is difficult for potential students, living in the Bayview-Hunters Point area, to travel long distance by bus to the Main Library.

Budget: The proposed grant funds would purchase contractual services from Friends of the San Francisco Library, a non-profit organization, which would provide literacy services to the Bayview-Hunters Point Area. The Friends of the San Francisco Public Library's budget for the Southeast Literacy Program is as follows:

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Literacy Coordinator	\$34,800
Equipment (Van)*	<u>20,000</u>
Total Direct Cost	\$54,800
Indirect Costs (5% of Total Direct Costs)	<u>2,740</u>
Total Proposed Grant	<u>\$57,540</u>

* The van would allow Project Read to increase its visibility in the area, and conduct collaborative outreach services with Bayview-Hunters Point agencies.

Required Match: None

Indirect Costs: \$2,740 (5% of Total Direct Cost)

Comments:

1. According to Ms. Linder, contractual services are provided on a sole-source basis by the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and therefore is uniquely qualified to provide Project Read services.
2. Ms. Linder advises that expenditures have been incurred against this grant. As such, the proposed resolution should be amended to authorize the Public Library to accept and expend the funds retroactively.
3. The Public Library has prepared a Disability Access Checklist which is on file with the Clerk of the Board.
4. A Summary of Grant Request as prepared by the Public Library is attached.

Recommendations:

1. Amend the proposed resolution to authorize the Public Library to accept and expend the grant funds retroactively.
2. Approve the proposed resolution, as amended.

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Southeast Literacy Program

Grant source: LSCA Title I funds administered by the California Library Literacy Service Funds (CLSA)

Proposed (x New / Continuation) Grant Project Summary:

The CLSA, LSCA Title I funds will be used to provide literacy and outreach services in the Bayview Hunter's Point community.

Amount of grant funding applied for: \$57,540

Maximum funding amount available: N/A

Required matching funds: N/A

Number of positions created and funded: 1

Amount to be spent on contractual services: \$54,800

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p. 2

Term of grant: October 1, 1995 to September 30, 1996

Date Department was notified of available funds: November 28, 1995

Application Due Date: May 1, 1995

Department Head approval:

Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

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Item 1m - File 68-95-10

Department: Mayor's Office of Children, Youth, and Families (MOCYF)

Item: Resolution authorizing the Mayor to accept and expend \$500,000 from the United States Department of Health and Human Services (HHS) to administer the San Francisco Neighborhood Action for Youth Development Demonstration Project.

Grant Amount: \$500,000

Grant Period: October 1, 1995 to February 27, 1997, a period of 17 months

Source of Funds: United States Department of Health and Human Services (HHS)

Project: San Francisco Neighborhood Action for Youth Development Demonstration Project

Description: The proposed grant would fund a new project, known as the San Francisco Neighborhood Action for Youth Development Demonstration Project, to be administered by the Mayor's Office of Children, Youth, and Families (MOCYF). The project would consist of organizing and planning in four San Francisco neighborhoods, with the goal of involving significant numbers of people and institutions in youth development and community change.

Mr. Alan Smith of the MOCYF advises that the neighborhoods to be funded under this grant have not yet been chosen, and that the Mayor's Office, in consultation with other City departments and with HHS staff, are currently evaluating neighborhood needs and resources in preparation for designating neighborhoods to be funded under this grant project. Each of the four neighborhoods participating in this project will be allocated \$84,451.50 to support their planning and implementation activities, including \$70,312.50 in Federal funds, and \$14,139 in in-kind services from the Mayor's Office of Children, Youth, and Families, for a total amount of \$387,806 in funds and services which will be directly available to neighborhood institutions or organizations. The remaining grant funds of \$218,750 will fund evaluation of the Project by an outside consultant, technical services available to the neighborhoods by an outside consultant, and also staff, materials, and equipment costs in the MOCYF to administer the project. In addition to the above-mentioned in-kind services, the MOCYF will also supply an additional \$68,444 in

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in-kind services to the project. Taken together, the project total includes \$500,000 in Federal funds, and \$125,000 in in-kind City services, for a total of \$625,000.

Budget:

City Personnel

Project Coordinator 1.0 FTE (Civil Service Class number to be determined)	\$54,000
Fringe Benefits @25% of salary	<u>13,500</u>
Personnel sub-total	\$67,500

Non-Personnel

Travel (3 round trips to Washington, DC for HHS required meetings, plus local mileage)	5,000
Equipment (computer, telephone, copy and fax machine access for Project Director)	2,000
Supplies (easels, charts, audio-visual aids, flyer printing & mailing, meeting costs)	5,000
*Target Neighborhoods (implementation and planning costs, 4 grants @\$70,312.50 each)	281,250
*Technical Assistance (190 hours, estimated at \$75/hr, for neighborhood technical assistance)	14,250
*Project evaluation (consultant, to be chosen)	<u>125,000</u>
Non-personnel Sub-total	<u>432,500</u>
Total Federal funds	\$500,000
In-kind services provided by MOCYF	<u>125,000</u>
Project total	\$625,000

* The Budget Analyst recommends that funds for these items be reserved, see Comments No. 1 and 2 below.

Required Match: None. However, as noted above, the MOCYF will provide a total of \$125,000 in in-kind services to support the San Francisco Neighborhood Action for Youth Development Demonstration Project.

Indirect Costs: Grantor does not allow indirect costs to be included in this grant.

Comments: 1. As noted above, the MOCYF has not yet designated the four neighborhoods to be funded under this grant. The Budget Analyst recommends that funds for the target neighborhoods, in the amount of \$281,250, be reserved until these designations are made and reported, together with a description of the selection process, to the Board of Supervisors.

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2. The budget for the San Francisco Neighborhood Action for Youth Development Demonstration Project includes an amount of \$125,000 for an evaluation of the Project, and an amount of \$14,250 for technical services, for a total of \$139,250 in consultant services. The MOCYF advises that consultants for these services have not yet been chosen, and that a Request For Proposal process will be conducted for this purpose. The Budget Analyst recommends that these funds be reserved, pending a report on the hours, hourly rates, and MBE/WBE status of the consultants for these services to the Board of Supervisors.
3. The MOCYF advises that the application for these grant funds has already been submitted to meet an HHS application deadline of June 29, 1995, and the MOCYF has been notified that funding has been awarded to the City. Therefore, the proposed resolution should be amended to provide for authorization to apply for, accept, and expend these grant funds retroactively.
4. A Summary of Grant Request, as provided by MOCYF, is attached.
5. The Disability Access Checklist for this project is in the Clerk of the Board's file.

Recommendation:

1. Amend the proposed resolution to reserve funds in the amount of \$420,500, including \$281,250 for target neighborhoods, and \$139,250 for consultant services, pending the provision of additional information on these items to the Board of Supervisors, in accordance with Comments No. 1 and 2 above.
2. Amend the proposed resolution to provide for authorization to apply for, accept, and expend these grant funds retroactively.
3. Approve the proposed resolution, as amended.

umber _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Children, Youth & Their Families

Contact Person: Anthony Lincoln Telephone: 554-8990

Project Title: San Francisco Neighborhood Action for Youth Development

Grant Source: United States Department of Health & Human Services

Proposed (New / Continuation) Grant Project Summary:

The purpose of this demonstration project is to help our young people develop into healthy adults with hopeful futures by supporting specific neighborhoods to mobilize their local institutions and citizens to create a positive developmental community environment. Up to four neighborhoods in San Francisco will participate in the project. Each community will be responsible for accomplishing significant neighborhood change by engaging a wide array of people and organizations in creating a comprehensive community-wide strategic plan for youth development and community change, and acting to carry out the plan.

Amount of Grant Funding Applied for: \$500,000

Maximum Funding Amount Available: \$500,000

Required Matching Funds: NONE

Number of Positions Created and Funded: 1

Amount to be Spent on Contractual Services: \$420,500

Will Contractual Services be put out to Bid? Yes

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Item 4 - File 25-95-32

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of November 14, 1995.

Department: San Francisco Water Department (SFWD)

Item: Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County Employees

Services to be Performed: Custodial Services at 425 Mason Street (See Comment No. 1).

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for custodial services for FY 1995-96 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
Salaries	\$71,330	\$84,229
Fringe Benefits	22,563	24,881
Window Washing & Supplies	<u>5,900</u>	<u>5,900</u>
Total	\$99,793	\$115,010
<u>Contractual Services Cost</u>	<u>88,800</u>	<u>88,800</u>
<u>Estimated Savings</u>	\$10,993	\$26,210

Comments:

1. Mr. Robert Vasconcellos of the SFWD advises that the SFWD plans to contract for custodial services only at 450 Mason Street. Mr. Vasconcellos advises that (1) the SFWD does not intend to contract for custodial services at the SFWD's Office at Pier 33, and (2) the SFWD inadvertently included the SFWD's Office at Pier 33 in the proposed resolution. Therefore, the proposed resolution should be

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amended to delete reference to the SFWD's Office located at Pier 33.

2. The SFWD's custodial services are currently performed under a work-order by the Department of Public Works (DPW). However, the Controller's analysis of the City-Operated Service Costs is based on the cost which would be incurred by the SFWD staff itself to provide these services. Mr. Matthew Hymel of the Controller's Office advises that DPW charges \$42,000 to \$52,000 more to do this work through a work-order from the SFWD than it would cost the SFWD itself to conduct the work due to the overhead costs charged by DPW. The range is based on the difference between the lowest and the highest salary steps.

Mr. Hymel advises that in order to compare the City-Operated Service Costs to Contracted Service Costs, the Controller based his analysis on the least expensive City-Operated Service Costs. In this case, the City-Operated Service Costs would be less if the Water Department provided in-house custodial services rather than DPW providing such custodial services.

3. Mr. Vasconcellos advises that the SFWD provided custodial services in-house with 4.0 FTE until the end of FY 1994-95. According to Mr. Vasconcellos, at that time, the SFWD determined that the custodial services provided by the SFWD were inadequate because (1) the organizational structure to oversee the custodial services was non-existent due to a supervisorial position (the fifth FTE) having been eliminated at the beginning of FY 1994-95, and (2) if any of the 4.0 FTE SFWD custodial positions were absent, the SFWD did not have any replacements. Therefore, as of the beginning of FY 1995-96, all custodial positions in the SFWD budget were eliminated, and the SFWD began work-ordering \$160,000 to DPW to provide custodial services. Mr. Vasconcellos advises that the work-order budget of \$160,000 to DPW is approximately equivalent to the SFWD's previous in-house budget for custodial services.

However, Mr. Vasconcellos advises that the FY 1994-95 budget of \$160,000 for the SFWD funded 4.0 FTE, whereas the \$160,000 work-order to DPW funds 2.5 FTE positions in DPW. Nonetheless, Mr. Vasconcellos advises that the services provided by DPW with 2.5 FTE are superior to those services which the SFWD provided with 4.0 FTE. Mr. Vasconcellos advises that the SFWD was unable to provide adequate in-house custodial services for \$160,000, and would also be unable to provide in-house custodial services for

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\$99,793 to \$115,010 (2.5 FTE), as shown in the Controller's analysis.

4. Custodial services have not previously been contracted out at 425 Mason Street. Currently, as previously noted, the Department of Public Works performs the custodial services at 425 Mason Street under a \$160,000 work-order funded by the Water Department and paid to DPW.
5. Mr. Cecil Lamar of DPW advises that if a contract is awarded to perform the custodial services for the SFWD, then the proposed resolution would result in layoffs of 2.5 DPW custodial positions.
6. Ms. Lawanna Preston of the United Public Employees Union (Local 790) advises that the Union is opposed to the proposed City employee layoffs.
7. The Contractual Services Costs for purposes of this analysis are based on three informal bids and include custodial services five days per week (excluding holidays) at 425 Mason Street. Mr. Vasconcellos advises that because the contractor has not been selected, the MBE/WBE status of the contractor is not known, nor is it known if the contractor will provide health insurance to employees working on the proposed contract.
8. According to Mr. Vasconcellos, the Purchaser will initiate a formal Request for Proposal process for the custodial contract, pending approval of the proposed resolution by the Board of Supervisors.
9. The Controller's supplemental questionnaire, with the Department's responses, is attached.

Recommendation:

1. As noted in Comment No. 1 above, the proposed resolution should be amended to delete reference to the SFWD's Office at Pier 33.
2. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachment

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Water For time Period July 1, 1995-
June 30, 1996
Contract Services Custodial

1) Who performed services prior to contracting out?

Water Department custodial staff

2) Number of City employees laid off as a result of contracting out?

Unknown

3) If the employees were not laid off as a result of contracting out, what happened to them?

4) What percent of a City employee's time is spent on services to be contracted out?

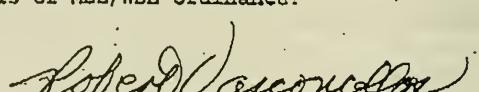
100%

5) How long have the services been contracted out?

First proposal for fiscal year 1995-96

6) Will contract services meet goals of MBE/WBE Ordinance?

Unknown



Department Representative Robert Vasconcellos

Telephone: 923-2444

Memo to Government Efficiency and Labor Committee
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Item 5 - File 27-95-17

Department: Airports Commission

Item: Ordinance approving the "North Terminal Candy Store Lease" between ABC Cigar, Inc. and the City and County of San Francisco, acting by and through its Airports Commission.

Amount Payable to Airport: \$601,200 annually or 20 percent of annual gross receipts, whichever is greater.

Lease Period: May 1, 1996 through December 1, 2001 (5 years and 7 months)

Description: The proposed ordinance would approve a new lease for the Candy Store in the North Terminal of San Francisco International Airport. The proposed lease would be granted to ABC Cigar, the existing lessee, for a period of five years and seven months beginning May 1, 1996, for a minimum annual guaranteed payment from ABC Cigar to the Airport of \$601,200 or 20 percent of gross annual receipts, whichever is greater. ABC Cigar, a certified WBE firm, was the highest bidder for this lease. A list of the other firms which submitted bids, none of which is an MBE or WBE firm, is as follows:

<u>Bidder</u>	<u>Minimum Annual Guarantee</u>
Host/Marriot	\$435,100
Ghirardelli	425,000
Sweety's Candies	387,000
Sweet Factory	351,500

The proposed lease consists of a total of 785 square feet of space. Of the 785 square feet, 585 square feet represents the actual square foot amount of the North Terminal Candy Store located on the second floor, while the balance of 200 square feet represents the space occupied by two mobile candy carts also located on the second floor of the North Terminal. Of the two mobile candy carts, one is located adjacent to the United Airlines Ticket Counter, while the other is located at the entrance to Boarding Area "F". Each mobile candy cart occupies 100 square feet of space. The main Candy Store and the two mobile carts sell candy, post cards, greeting cards, and flowers.

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Comments:

1. The award of the new lease to ABC Cigar, Inc. was approved by the Airports Commission on September 19, 1995.
2. The previous lease on this space was a 5 year lease held by ABC Cigar, Inc. The minimum annual guarantee payment from ABC Cigar, Inc. to the Airport under the prior lease was \$329,000 or 20 percent of gross annual receipts, whichever was greater. According to the Airport's Director for Properties, Mr. Bob Rhoades, ABC Cigar, Inc. paid the Airport \$383,000, which represents 20 percent of gross annual receipts, in FY 1994-95. As such, the new lease, which provides a minimum annual guarantee of \$601,200, will result in increased minimum annual guaranteed revenues to the Airport of \$272,200 (\$601,200 less \$329,000, the minimum annual guarantee in FY 1994-95) or an 82.7 percent increase.

Recommendation: Approve the proposed ordinance.

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Item 6 - File 64-95-14

Departments: Real Estate Department
Delinquency Prevention Commission (DPC)

Item: Resolution authorizing a new lease of real property at 1390 Market Street for the Delinquency Prevention Commission.

Location: 1390 Market Street (Fox Plaza), Suite 901

Purpose of Lease: Office space for the Delinquency Prevention Commission

Lessor: CALFOX, Inc.

No. of Sq. Ft. and Cost Per Month: Approximately 860 square feet @ \$1.315 per square foot per month, or approximately \$1,131 per month

Annual Cost: \$13,572 per year during the initial base year of December 1, 1995 through November 30, 1996, plus any operating expense pass-through increases after the base year

Term of Lease: The proposed lease would commence on the date of completion of leasehold improvements (on or about December 1, 1995) or upon delivery of fully executed copy of the lease, whichever is later, and would terminate on November 30, 2000 (approximately five years).

Utilities and Janitor Provided by Lessor: Yes

Percentage Increase over Current Lease: The Delinquency Prevention Commission (DPC) currently occupies approximately 827 square feet of space at 1095 Market Street, at a monthly rental of \$910 per month (\$1.10 per square foot). The proposed lease would provide 860 square feet of office space, or 33 square feet (4.0 percent) more than the DPC's current space at 1095 Market Street.

Right of Renewal: The City would have the option to extend the term of the lease for a two-year period at 95 percent of the fair market rate at that time. The Director of Property would have the authority to exercise this option. The Real Estate Department advises that the fair market rent would be determined through mutual negotiations between the City and the proposed lessor.

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Source of Funds: Children's Baseline - Delinquency Prevention Commission's FY 1995-96 budget (included in the Board of Supervisors budget)

Description: The Delinquency Prevention Commission is responsible for coordinating the activities of governmental and non-governmental organizations in activities designed to prevent juvenile delinquency in the City. The DPC is staffed with two permanent employees and often utilizes volunteer and part-time help.

The DPC currently occupies 827 square feet of space located at 1095 Market Street, at a monthly rental cost of \$910 per month (\$1.10 per square foot). According to Mr. Steve Hoppe of the Real Estate Department, the DPC's current space at 1095 Market Street is not in compliance with Americans with Disabilities Act (ADA) regulations. Mr. Hoppe advises that the landlord for 1095 Market Street has stated that he cannot afford to provide such disability access improvements, which are estimated to cost in excess of \$100,000. According to Mr. Hoppe, because CALFOX, Inc. is currently in the process of improving disability access at Fox Plaza so that the building can be in compliance with ADA regulations, the proposed new site for DPC would improve access to the DPC's offices for disabled individuals.

The proposed lease would include mutual hold harmless provisions for CALFOX, Inc. and the City, as approved by the Director of Property and the City Attorney.

Comments:

1. Under the proposed lease, the lessor, CALFOX, Inc., has agreed to provide minimal leasehold improvements, such as painting and carpet cleaning, at its sole expense. Such leasehold improvements are expected to be completed on or about December 1, 1995.
2. Mr. Hoppe advises that the proposed monthly rental rate of \$1.315 per square foot represents the fair market rent for this property.
3. The proposed lease would provide for a rental increase of approximately \$221 per month (\$2,652 per year) for the DPC, or \$1,547 for the seven months remaining in FY 1995-96. In addition, the DPC reports that the estimated cost of relocating to Fox Plaza, including installing new telephone connections and moving costs, would be approximately \$3,144, for a total increased cost of \$4,691 in FY 1995-96. Ms. Susie Bailey, Director of the DPC, indicates that,

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following consultation with the Clerk of the Board of Supervisors, she has determined that there are insufficient funds in the DPC's FY 1995-96 budget to cover these increased costs, and that it will be necessary for the Clerk of the Board of Supervisors to submit a supplemental appropriation request for this purpose.

Recommendation: Approve the proposed resolution.

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Item 7 - File 64-95-15

Departments: Real Estate Department
Public Library

Item: Resolution authorizing the renewal of a lease of real property at 387 Ashton Avenue for the Ingleside Branch Library.

Location: Ground floor of 387 Ashton Avenue

Purpose of Lease: Space for the Ingleside Branch Library

Lessor: Mr. John W. Buzzia, et. al.

No. of Sq. Ft. and Cost Per Month: Approximately 1,975 square feet @ \$1.08 per square foot, or \$2,133 per month

Annual Cost: \$25,596

Percentage Increase over Current Lease: The current rental payment is approximately \$1,853 per month (\$0.94 per square foot), or \$22,236 per year. The proposed lease would provide for a 15 percent increase, or an additional \$280 per month or a \$0.14 per square foot increase (\$3,360 per year).

Term of Lease: December 1, 1995 through November 30, 2000 (five years)

Utilities and Janitor Provided by Lessor: No

Source of Funds: Library Preservation Fund - Public Library's FY 1995-96 Budget

Comments:

1. The Ingleside Branch Library has occupied the proposed site at 387 Ashton Avenue since 1946.
2. The Real Estate Department advises that the proposed rental of \$1.08 per square foot per month represents the fair market value for this property. This rental cost would remain constant over the five-year term of the proposed lease.
3. Under the terms of the proposed lease, the lessor has agreed to undertake disability access improvements at a total cost not to exceed \$9,575. Such improvements are expected to be completed within 90 days (three months) of

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commencement of the proposed lease, or by March 1, 1996. Upon completion of the improvements, the City would agree to pay the proposed lessor one-half of the cost of the improvements, or no more than \$4,787.50, to be amortized with no interest over the remaining term of the lease. Thus, the monthly payment, to be paid by the City to the proposed lessor, would be approximately \$84 per month for 57 months (\$1,008 per year). Under the proposed lease, if the Ingleside Branch Library for any reason did not remain at the site for the entire five-year term of the proposed lease, the City would not be responsible for any unamortized portion of the proposed disability access improvements. Mr. Rich Walsh of the Public Library states that the Library's share of the improvement costs has been included in the Library's FY 1995-96 budget.

Recommendation: Approve the proposed lease.

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Item 8 - File 97-95-15.1

Department: Human Resources Department (HRD)

Item: Ordinance amending the San Francisco Administrative Code by amending Section 16.42 thereto regarding membership criteria for admitting exempt employees into the Retirement System.

Description: In August of 1995, the Board of Supervisors approved an ordinance amending Administrative Code Section 16.42 and deleting Section 16.43, which pertain to membership criteria for the Retirement System (File 97-95-15). That ordinance enabled all temporary employees who have earned at least 1,040 hours of compensation during any 12-month period (i.e., who work at least half time) to become eligible for the City's Retirement System.

The proposed ordinance would extend membership in the Retirement System to the following classifications (Civil Service exempt physicians and dentists) of the Union of Associated Physicians and Dentists (UAPD): 2210 Dentist, 2220 Physician, 2222 Senior Physician, 2230 Physician Specialist, 2232 Senior Physician Specialist, 2233 Supervising Physician Specialist, 2236 Medical Advisor, 2292 Shelter Veterinarian, and 2582 Forensic Pathologist, or their successor classes.

Many UAPD members in the above-listed classifications who work for the City are not currently eligible for the Retirement System because they work less than half time (1,040 hours per year).

Comments:

1. Ms. Vicki Clayton of the City Attorney's Office states that the UAPD interprets the terms of the City's 1995 contract with the UAPD to provide that all UAPD members in the listed classifications, including those who work less than half time, would be eligible for the Retirement System. Ms. Clayton advises that the UAPD has initiated litigation to enforce this provision of the contract. Ms. Clayton states that approval of the proposed ordinance should result in the case being rendered moot and being dismissed.
2. Mr. Geoff Rothman of the Human Resources Department's Employee Relations Division advises that the provision in the City's contract with the UAPD that all members, regardless of the number of hours worked, would be eligible for the Retirement System, was part of an arbitration award.

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3. Ms. Clayton advises that the proposed ordinance would not extend membership eligibility in the Retirement System to other City employees who work less than 1,040 hours annually and are not members of the listed UAPD classifications.

4. Ms. Clare Murphy of the Retirement System estimates that approval of the proposed ordinance would result in the addition of approximately 100 new members to the Retirement System. Based on the Retirement System's estimate of average annual earnings of \$15,000 per new member, and based on the positions in question working an estimated average of 500 hours per year, the Budget Analyst estimates that approval of the proposed ordinance would result in an annual cost to the General Fund of approximately \$167,700 ($\$15,000 \times 100 \text{ new members} \times .1118$ where the factor of .1118 is the sum of .0498 percent of salary for the Retirement Fund and .062 percent for Old Age Survivors Disability Insurance [OASDI], which, according to the Controller's Office, must be paid if these part-time exempt employees join the Retirement System). The average annual earnings for these employees could be less than the estimated \$15,000 because, according to Ms. Murphy, many of them work less than 25 percent time.

Recommendations: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 9 - File 199-95-2

Departments: Port Commission
San Francisco Fire Department (SFFD)

Item: Resolution authorizing acceptance of a transfer of title to Fireboat Phoenix from the Port Commission to the San Francisco Fire Department.

Description: The City has two fireboats, the Guardian and the Phoenix. The Port owns title to the Fireboat Phoenix, which was purchased when the Port was still a State agency. The San Francisco Fire Department (SFFD) owns title to the Fireboat Guardian. The proposed resolution would authorize the transfer of title of Fireboat Phoenix from the Port to the SFFD in order to allow the SFFD to assume full responsibility for the ownership and operation of both Fireboat Phoenix and Fireboat Guardian.

The Port currently contributes approximately \$1.2 million to the Fire Department's annual budget to cover the Fire Department's costs for the operation and maintenance of both Fireboat Phoenix and Fireboat Guardian and provides facilities for drydocking the fireboats. The Fire Department is responsible for providing a qualified crew to man the fireboats, which includes one captain, three lieutenants, three marine engineers and three pilots, for a total of ten full-time staff. In addition, the Fire Department has, in the past, funded capital improvements and equipment purchases for the fireboats using Fire Protection System Bond funds. A breakdown of the Port's FY 1995-96 contribution of \$1,256,497 for the Fireboat Phoenix and the Fireboat Guardian is as follows:

	<u>Amount</u>
Salaries and Fringe Benefits	\$1,100,997
Non-Personal Services	130,000
Materials and Supplies	10,000
Services of Other Departments	<u>15,500</u>
Total	\$1,256,497

In addition to the Port's contribution of \$1,256,497 above, the Port has administrative responsibility for contracting out for services and equipment related to maintenance and repair of the fireboats (see Comment No. 3). The Port also pays for insurance coverage to cover potential liabilities for property damage, personal injury and third party claims associated with the operation of the two vessels (see Comment No. 4).

On September 1, 1995, the Port and the SFFD signed a Memorandum of Understanding (MOU), which provided for the

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transfer of ownership of the Fireboat Phoenix from the Port to the SFFD. Under the MOU, each party agreed to the following stipulations:

- The Port will continue to provide facilities for mooring both Fireboat Phoenix and Fireboat Guardian.
- Unless otherwise mutually agreed upon, the Port will continue to provide funding at the same level provided for in the Fire Department's FY 1995-96 budget for the operation and maintenance of the fireboats, with adjustments for inflation in future years.
- The Fire Department agrees to accept the Fireboat Phoenix "as is", in its current condition, and the Port will not be responsible for correcting any defects in the vessel after the effective date of transfer of title.
- The Fire Department will assume administrative responsibility for contracting out for services and equipment in order to maintain and repair both the Fireboat Phoenix and the Fireboat Guardian.
- The Fire Department will assume responsibility for any and all insurance coverage necessary to cover any potential liability for property damage, personal injury and third party claims associated with its operation of the vessels.
- The Fire Department will continue to provide a qualified crew to operate the fireboats.

Comments:

1. As noted above, the MOU provides that the Port would continue to provide the same level of funding for the fireboats as is currently provided in the FY 1995-96 budget, plus increases to reflect inflation in future years. However, if the Fire Department desires to provide any capital improvements, to add additional staff to operate the vessels, or to provide any other additional services in relation to the operation and/or maintenance of the fireboats, it would be the sole responsibility of the Fire Department to pay for such additional services. Chief Frank Scales of the SFFD advises that, in the past, the Port has provided funds for drydocking and basic maintenance of the fireboats, but that the Port has not funded improvements or additions to the fireboats. Such improvements or additions to the fireboats have been funded by the SFFD using Fire Protection System Bond Funds. Mr. Ben Kutnick of the Port confirms that the Port has never provided additional funds above and beyond its annual contribution in order to pay for improvements to the fireboats.

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2. Chief Scales advises that with the improvements that have been made to the fireboats in recent years, operating costs for the fireboats are likely to remain stable, and that it is unlikely that major capital improvements or new equipment purchases will be required for the fireboats in the near future. Chief Scales also reports that, in the event that improvements or additions to the fireboats are desired, there are Fire Protection System Improvement Bond funds available which could fund such improvements. Chief Scales notes with these available bonds funds, it is very unlikely that the SFFD would request General Fund monies for the purpose of funding improvements or additions to the fireboats.
3. The Port currently has less than 1.0 FTE dedicated to administering maintenance and repair contracts for both fireboats. According to Mr. Kutnick, this staff person spends a minimal amount of time on administering these contracts. As such, Mr. Kutnick advises that the transfer of administrative responsibilities for the fireboats from the Port to the Fire Department should not result in any significant additional workload for the Fire Department. Chief Slater of the SFFD advises that the additional responsibilities associated with administering maintenance and repair contracts for the fireboats could be handled by existing Fire Department staff.
4. Mr. Kutnick reports that the Port has \$30,000 budgeted in its FY 1995-96 budget for insurance coverage for the two fireboats. Mr. Kutnick reports that there has never been a claim against the Port resulting from the operation of the fireboats. Chief Slater advises that it is the policy of the Fire Department to provide self-insurance for all used equipment. As such, Chief Slater advises that the Fire Department will provide self-insurance for the fireboats rather than purchasing insurance from an outside firm. According to Mr. Keith Grand, the Risk Manager in the Office of the Chief Administrative Officer (CAO), this self-insurance policy could result in increased liability to the City.
5. According to Chief Scales, and to Mr. Kutnick, both the SFFD and the Port support the proposed resolution, and believe that the transfer of title of Fireboat Phoenix from the Port to the SFFD will simplify maintenance and operation of the fireboats, and incur little to no risk of increased costs to the City's General Fund. The Port Commission approved a resolution on July 25, 1995 and the Fire Commission approved a resolution on August 22, 1995, both of which authorized the transfer of title to the Fireboat Phoenix from the Port to the Fire Department.

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Recommendation: Because the City's Risk Manager has stated that the proposed self-insurance of Fireboat Phoenix by the Fire Department could result in increased liability to the City, the Budget Analyst considers approval of the proposed resolution to be a policy matter for the Board of Supervisors.

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Items 10 and 11 - Files 93-95-50 and 93-95-51

Department: Department of Human Resources

Item: Item 10 - File 93-95-50 Ordinance adopting and implementing the provisions of a Memorandum of Understanding between the San Francisco Fire Fighters Union Local 798, IAFF, AFL-CIO, for Bargaining Unit 1, and the City and County of San Francisco, for the period July 1, 1995 through June 30, 1999.

Item 11 - File 93-95-51 Ordinance adopting and implementing the provisions of a Memorandum of Understanding between the San Francisco Fire Fighters Union Local 798, IAFF, AFL-CIO, for Bargaining Unit 2, and the City and County of San Francisco, for the period July 1, 1995 through June 30, 1999.

Description: The proposed ordinances would adopt and implement the provisions of new Memoranda of Understanding (MOUs) between the City and two bargaining units of San Francisco Fire Fighters Union, Local 798. The proposed MOUs are for a four year period, from July 1, 1995 to June 30, 1999. The classifications and employees represented by Local 798 and included in these MOUs are as follows:

Item 10 File 93-95-50, Local 798, Bargaining Unit 1:

<u>Class</u>	<u>Title</u>	Number of Positions in 1995-96 Annual <u>Salary Ordinance</u>	Annual Salary at <u>Top Step</u>
All uniformed employees below the rank of Battalion Chief, except those in Bargaining Unit 2		1,472	\$50,895 to \$80,988

Item 11 File 93-95-51, Local 798, Bargaining Unit 2:

<u>Class</u>	<u>Title</u>	Number of Positions in 1995-96 Annual <u>Salary Ordinance</u>	Annual Salary at <u>Top Step</u>
H-40	Battalion Chief	43	\$81,014
H-50	Assistant Chief	12	93,620
H-110	Marine Eng., Fireboat	3	67,468
H-120	Pilot, Fireboat	3	67,468

The proposed MOUs contain the following major changes in fiscal provisions from the previous MOUs for these Bargaining Units:

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Salary increases:

- Effective July 1, 1996, a salary increase of 2 percent
- Effective January 1, 1997, a salary increase of 1.5 percent
- Effective July 1, 1997, a salary increase of 2 percent
- Effective January 1, 1998, a salary increase of 1.5 percent
- Effective July 1, 1998, a salary increase of 2 percent
- Effective January 1, 1999, a salary increase of 1.5 percent

The Controller's Office estimates that these salary increases will result in increased costs to the City of approximately \$2.7 million in FY 1996-97, \$3.8 million in 1997-98, and \$4.0 million in FY 1998-99, and, over the four year period of the contract, these salary increases will result in a total additional cost to the City of \$19.7 million.

New Entry Level Salary Step established:

Previously, the entry level salary step for H-2 Firefighters was set at 84 percent of the third year H-2 Firefighter salary. The proposed MOU for Bargaining Unit 1 provides that a new entry level salary step be established for H-2 Firefighters in addition to the existing four salary steps for these employees. This entry level step shall be 75 percent of the third year H-2 Firefighter salary, and shall be paid from the completion of Fire College training until the completion of probation, a period of 12 months. Effective July 1, 1996, biweekly pay for the H-2 salary steps would be as follows:

<u>Step</u>	<u>Bi-weekly salary</u>	<u>Annual Salary</u>
Step 1 (new probationary step)	\$1,419	\$37,035
Step 2	\$1,717	\$44,814
Step 3	\$1,803	\$47,058
Step 4	\$1,893	\$49,407
Step 5	\$1,989	\$51,913

The Controller estimates that this provision of the MOU will result in savings to the City ranging between \$375,000 and \$725,000 annually, depending on attrition rates in the Fire Department. Over the four year period of the proposed MOU, these savings would total between \$1,125,000 and \$2,175,000.

Retirement:

The proposed MOU would provide that retirement benefits could be increased through a provision under which the Mayor and Board of Supervisors agree to place a Charter Amendment before the voters on the November 1996 ballot which would allow Fire Department uniformed employees to

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enroll as public safety members of the California Public Employees' Retirement System (PERS) under the "2 percent at age 50" formula, with credit for prior years of service under that same formula, or to provide comparable retirement benefits to those provided under the PERS formula through the City retirement system.

The Controller reports that this provision could result in significant increased costs to the City because; (a) the proposed retirement plan would retroactively pay higher benefit levels to existing employees than the City has funded in previous years of retirement contributions, thereby resulting in an unfunded liability, and, (b) the higher benefit level called for under this provision would result in the City's having to pay higher ongoing retirement costs. The Controller notes that an actuarial study of Fire Department employees will have to be done in order to determine the actual cost of this provision, but that the Controller estimates that the cost of this provision, if the voters approve the Charter amendment, could be millions of dollars annually.

Charter Section 8.500 requires that City employees may not be transferred to PERS until an actuarial study is conducted showing the costs of such a transfer. In accordance with this Charter requirement, the Employees Retirement System (ERS) would conduct an actuarial study of Fire Department employees showing the cost of this retirement benefit provision prior to the placing of a Charter amendment on the ballot.

Salary Parity Provision

The proposed MOUs contain a salary parity provision with the Police Officer's Association (POA), providing that if the POA negotiates an MOU with salary increases greater than those provided under these proposed MOUs, the Firefighters would automatically be granted that same salary increase. The Controller notes that it is not possible to estimate the cost of this provision.

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

Summary:

In summary, the Controller has estimated that the cost to the City, over the four year period of the proposed MOUs, is as follows:

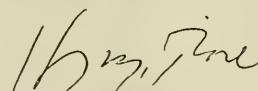
Salary Increase	\$19.7 million
Entry Level Salary Step	reduced costs ranging between \$1.2 million and \$2.1 million
Retirement Increase	unknown, but could be millions of dollars annually, according to the Controller
Salary Parity with the POA	unknown

Comment:

The Budget Analyst concurs with the Controller's estimate of the known costs of the proposed MOUs. The Budget Analyst also concurs with the Controller's findings that; (a) it is not possible, at this time, to estimate the cost of the retirement provisions in the proposed MOUs, but that these provisions could involve millions of dollars in increased costs, and, (b) it is not possible at this time to estimate the cost of the salary parity provisions with the POA included in the proposed MOUs. Therefore, the Budget Analyst advises that the total costs of the proposed MOUs cannot be estimated at this time.

Recommendations:

1. Item 10 - File 93-95-50 Approval of the proposed ordinance is a policy matter for the Board of Supervisors.
2. Item 11 - File 93-95-51 Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy

Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 28, 1995 Government Efficiency and Labor Committee Meeting

REVISED

Item 1h - File 147-95-8.1

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to expend \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.

Grant Amount: \$30,000

Grant Period: August 16, 1995 through approximately March 1, 1996.

Source of Funds: Corporation for Public Broadcasting/Annenberg Foundation

Project: Community Wide Education and Information (CWEIS) program. The Public Library's portion of the CWEIS program is called the CityLink Project.

Description: In July of 1994, the Community Wide Education and Information (CWEIS) program was started as a cooperative effort to share community information and resources and enhance educational tools. The CWEIS program is composed of a consortium of public and community organizations, including the San Francisco Unified School District, San Francisco State University, KQED, Inc., the WELL (an on-line service provider), CITYWATCH 54, the Exploratorium, Computers and You (a non-profit community center) and the Public Library.

The Public Library's portion of the CWEIS program is entitled the "CityLink Project." The Public Library was invited to join the CWEIS program so that (1) the Public Library could become an additional site for the public to access the electronic services of the public and community organizations listed above, (2) the Public Library could share its electronic resource system, including on-line catalogs, and Internet access with the public, and (3) the Public Library could collaborate with other CWEIS program members to develop methods and programs enhancing on-line educational tools for students to use independently.

DOCUMENTS DEPT.

NOV 28 1995

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The Public Library first hired a planning consultant to initiate development of the project using funds provided by the Corporation for Public Broadcasting/Annenberg Foundation in August of 1994. In early 1995, the Public Library replaced the services of the consultant with those of a temporary 1370 Special Assistant, hired with Federal grant funds. The Public Library reports that these Federal grant funds expired on August 15, 1995. The Corporation for Public Broadcasting/Annenberg Foundation is providing additional funds, in the amount of \$30,000, for the salary and fringe benefits of the temporary 1370 Special Assistant XI position from August 16, 1995 through approximately March 1, 1996, or approximately 6.5 months. The amount of \$30,000 is the subject of the proposed resolution. The annual cost of this position is \$55,303, including salary and fringe benefits.

The Public Library reports that it is currently in the process of submitting a renewal for the Corporation for Public Broadcasting/Annenberg Foundation grant and reviewing other grant funding sources which would be used to fund the 1370 Special Assistant XI position beyond March 1, 1996. The Public Library advises that if future grant funding is reduced or not received, the 1370 Special Assistant XI position would be reduced or eliminated accordingly.

Budget: The budget for the proposed funds from August 16, 1995 through approximately March 1, 1996 is as follows:

Special Assistant XI (1.0 FTE)	\$25,599
Fringe Benefits	4,401
TOTAL	\$30,000

Required Match: None

Indirect Costs: None - Grantor does not allow for the inclusion of indirect costs.

Comments:

1. Ms. Penfila Conopio of the Public Library advises that the Corporation for Public Broadcasting/Annenberg Foundation agreed to pay \$30,000 to fund 6.5 months of salaries and fringe benefits for the Special Assistant XI position in order to continue the Public Library's CityLink Project. As such, the Public Library did not need to submit an application for the proposed grant funds, according to Mr. Conopio. Legislation to accept the proposed grant funds, in the amount of \$30,000, was approved by the Board of Supervisors in July of 1995.

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2. Ms. Conopio advises that expenditures have been incurred against the proposed grant. As such, the proposed resolution should be amended to authorize the Department to expend the proposed grant funds retroactively.
3. The Public Library has prepared a Disability Access Checklist for the CityLink Project, which is on file with the Clerk of the Board.
4. A Summary of Grant Request form, as prepared by the Public Library, is attached.

Recommendations: 1. Amend the proposed resolution to authorize the Department to expend the proposed grant funds retroactively.

2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Ed McBride Telephone: 415-557-4215

Project Title: CityLink/Bridge

Grant Source: Corporation for Public Broadcasting/KQED

Proposed (New / ~~Examination~~) Grant Project Summary:

The project joins the library in a consortium including KQED, Unified School District, San Francisco State University, The WELL, CityWatch 54, the Exploratorium and other partners to develop and coordinate a Community Wide Education and Information Service on-line and on-cable TV. The program focuses on access to the Internet for the public, homework assistance online, and mentorship for at-risk youth using a variety of telecommunications services. It includes production of a library program for children on cable-TV.

Amount of Grant Funding Applied for: \$30,000

Maximum Funding Amount Available: \$30,000

Required Matching Funds: none

Number of Positions Created and Funded: 1

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? N/A

Term of Grant: August 16, 1995 through approximately March 1, 1996

State Department Notified of Available funds: May 1995

pplication Due Date: N/A

Kenneth E. Due

Department Head Approval

590.31
12
11/22/95

CALENDAR

Action Taken

DOCUMENTS DEPT.

REGULAR MEETING

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DEC 05 1995

SAN FRANCISCO
PUBLIC LIBRARY

TUESDAY, NOVEMBER 28, 1995 - 1:00 P.M.

Veterans Building

401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.

(a) File 148-92-7.8. [Reserved Funds, Fire Department] Hearing to consider release of reserved funds, Fire Department (State Hazard Mitigation Grants from FEMA) in the amount of \$34,424, for the purpose of installing an emergency generator at Fire Station No. 39 located at 1091 Portola Drive. (Also see File 101-92-33.6.) (Fire Department)

ACTION: Consideration continued to the Call of the Chair.

(b) File 214-94-7.1. [Reserved Funds, Juvenile Probation Department] Hearing to consider request for release of reserved funds, Juvenile Probation Department (AB799 Funds), in the amount totaling \$209,200 (Emergency Repairs - Hidden Valley Ranch Dormitory, \$52,700; Therapeutic Sessions - Log Cabin Ranch, \$133,500; Vocational Training and Job Preparedness - Log Cabin Ranch, \$23,000). (Juvenile Probation Department)

ACTION: Hearing held. Release of \$209,200 approved. Filed.

(c) File 143-95-6. [Federal Grant, Youth Gang/Drug Prevention Program] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept, and expend funds in the amount of Five Hundred Thousand Dollars (\$500,000.00) for new funding for a project entitled "Youth Gang/Drug Prevention Program" and agreeing to provide a cash match in the amount of Ninety-Six Thousand Six Hundred Forty Four (\$96,644.00) Dollars. (Supervisor Alioto)

ACTION: Hearing held. Amended on page 1, line 2, after "authorizing," on page 1, line 18, after "authorized," and on page 2, line 11, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the Chief of Police of the City and County of San Francisco to apply for, accept, and expend funds in the amount of Five Hundred Thousand Dollars (\$500,000.00) for new funding for a project entitled 'Youth Gang/Drug Prevention Program' and agreeing to provide a cash match in the amount of Ninety-Six Thousand Six Hundred Forty-Four (\$96,644.00) Dollars."

(d) File 146-95-19. [Grant, Outreach, Education/Immunization Services] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for retroactively and accept and expend a grant of \$165,928, from the California Department of Health Services, for supplemental efforts to immunize high-risk infants and toddlers; waiving indirect costs; providing ratification of action previously taken. (Supervisors Alioto, Shelley)

ACTION: Recommended.

(e) File 38-95-10. [Gift Acceptance, Rathmann Family Foundation] Resolution accepting gift of \$27,000 from the Rathmann Family Foundation for upgrade of computer system at the Office of Emergency Services, and thanking the Foundation for its gift. (Also see File 38-95-5.) (Mayor's Office of Emergency Services)

ACTION: Hearing held. Recommended.

(f) File 146-95-21. [Preventive Health Care for the Aging Program] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$53,000, which includes a match in the amount of \$134,367, from the California Department of Health Services for preventive health services to San Francisco residents over age 60 who have limited access to care; waiving indirect costs. (Supervisor Alioto)

ACTION: Hearing held. Amended on line 4, after "authorizing," and on line 12, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$53,000, which includes a match in the amount of \$134,367, from the California Department of Health Services for preventive health services to San Francisco residents over age 60 who have limited access to care; waiving indirect costs."

(g) File 146-95-22. [State Grant, STD Prevention & Control Program] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$16,781, which includes no indirect costs, from the California Department of Health Services, STD Control Branch, to provide STD Outreach Education and Referral Services; waiving indirect costs. (Supervisor Alioto)

ACTION: Amended on line 2, after "authorizing," and on line 10, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$16,781, which includes no indirect costs, from the California Department of Health Services, STD Control Branch, to provide STD Outreach Education and Referral Services; waiving indirect costs."

(h) File 147-95-8.1. [Grant, Support Services-City Link Program] Resolution authorizing the San Francisco Public Library to expend \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services Program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs. (Supervisors Alioto, Leal)

ACTION: Hearing held. Amended on page 1, line 2, after "authorizing," and on page 2, line 8, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the San Francisco Public Library to expend \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services Program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs."

(i) File 147-95-9. [Federal Grant – Project Read] Resolution authorizing the City Librarian to accept and expend \$23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of five percent are contained in this grant. (Supervisors Alioto, Leal)

ACTION: Hearing held. Amended on line 2, after "authorizing," and on line 10, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the City Librarian to accept and expend \$23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of five percent are contained in this grant."

(j) File 147-95-10. [Federal Grant - Project Read] Resolution authorizing the City Librarian to accept and expend \$28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of five percent are contained in this grant. (Supervisors Alioto, Leal)

ACTION: Hearing held. Amended on line 2, after "authorizing," and on line 10, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the City Librarian to accept and expend \$28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of five percent are contained in this grant."

(k) File 147-95-11. [Federal Grant - Project Read] Resolution authorizing the City Librarian to accept and expend \$27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of five percent are contained in this grant. (Supervisors Alioto, Leal)

ACTION: Hearing held. Amended on line 2, after "authorizing," and on line 10, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the City Librarian to accept and expend \$27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of five percent are contained in this grant."

(l) File 147-95-12. [State Grant - Southeast Literacy Program] Resolution authorizing the City Librarian to accept and expend \$57,540 available from the California State Library's Administration of Library Services and Construction Act (LSCA) Title I funds for a Southeast Literacy Program; indirect costs of five percent are contained in this grant. (Supervisors Alioto, Leal)

ACTION: Hearing held. Amended on line 2, after "authorizing," and on line 11, after "authorized," by adding "retroactively." Recommended as amended. New title: "Authorizing, retroactively, the City Librarian to accept and expend \$57,540 available from the California State Library's Administration of Library Services and Construction Act (LSCA) Title I funds for a Southeast Literacy Program; indirect costs of five percent are contained in this grant."

(m) File 68-95-10. [Grant, Neighborhood Action for Youth Development] Resolution authorizing the Mayor to accept and expend \$500,000 from the United States Department of Health and Human Services (HHS) to administer the San Francisco Neighborhood Action for Youth Development Demonstration Project. (Supervisor Alioto)

ACTION: Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing, retroactively, the Mayor to apply for, accept and expend \$500,000 from the United States Department of Health and Human Services (HHS) to administer the San Francisco Neighborhood Action for Youth Development Demonstration Project; placing \$417,500 on reserve."

REGULAR CALENDAR

2. File 257-95-1. [Lincoln Park Pioneer Grave Site] Resolution authorizing the Medical Examiner to dispose of artifacts recovered from pioneer grave site at Lincoln Park. (Supervisor Hallinan)

ACTION: Consideration continued to December 19, 1995, meeting.

3. File 13-95-32. [Juvenile Justice System Audit] Hearing to consider urging the U.S. Justice Department, Office of Juvenile Justice and Delinquency Prevention Division, to conduct a management audit of the San Francisco juvenile justice system. (Supervisors Hallinan, Alioto, Bierman)

ACTION: Hearing held. Resolution prepared in and reported out of Committee entitled: "Requesting the U.S. Justice Department, Office of Juvenile Justice and Delinquency Prevention, to conduct a management audit of the San Francisco juvenile justice system." (Supervisors Hallinan, Alioto, Bierman, Ammiano, Teng) Recommended.

4. File 25-95-32. [Prop J Contract, Custodial Services] Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Public Utilities Commission)

(Consideration continued from 11/14/95)

ACTION: Hearing held. Consideration continued to December 19, 1995, meeting.

5. File 27-95-17. [North Terminal Candy Store Lease] Ordinance approving the "North Terminal Candy Store Lease" between ABC Cigar, Inc. and the City and County of San Francisco. (Airports Commission)

ACTION: Hearing held. Recommended.

6. File 64-95-14. [Lease of Property at 1390 Market Street] Resolution authorizing a lease of real property at 1390 Market Street, San Francisco, for the Delinquency Prevention Commission. (Real Estate Department)

ACTION: Hearing held. Recommended.

7. File 64-95-15. [Lease Renewal, 387 Ashton Avenue] Resolution authorizing renewal of the lease of real property at 387 Ashton Avenue for the Ingleside Branch Library. (Real Estate Department)

ACTION: Hearing held. Recommended.

The Committee approved (3-0) a motion to meet in closed session, with representatives of the City Attorney's office, under the provisions of the Brown Act to discuss the pending litigation of Union of Associated Physicians and Dentists v. San Francisco, which raises legal issues related to Item 8.

8. File 97-95-15.1. [Membership Criteria for Retirement System] Ordinance amending Administrative Code by amending Section 16.42 regarding Membership Criteria for admitting exempt employees into the Retirement System. (Department of Human Resources)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted.
Recommended as amended. (Supervisor Teng Dissenting)

Upon completion of the closed session, the members approved (3-0) a motion finding that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations at that time.

9. File 199-95-2. [Transfer of Fireboat Phoenix] Resolution authorizing acceptance of a transfer of title to Fireboat "Phoenix" from the Port Commission to the City and County of San Francisco, Fire Department. (Fire Commission)

ACTION: Hearing held. Recommended.

10. File 93-95-50. [MOU, Fire Fighters Local 798/Bargaining Unit 1] Ordinance adopting and implementing the provisions of a Memorandum of Understanding between the San Francisco Fire Fighters Union Local 798, IAFF, AFL-CIO for Bargaining Unit 1 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1999. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

11. File 93-95-51. [MOU, Fire Fighters Local 798/Bargaining Unit 2] Ordinance adopting and implementing the provisions of a Memorandum of Understanding between the San Francisco Fire Fighters Union Local 798, IAFF, AFL-CIO for Bargaining Unit 2 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1999. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlement of the lawsuit listed below, this lawsuit involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of this proposed settlement would prejudice the position of the City in this lawsuit.

12. File 48-95-29. [Settlement of Claim, Joseph D. Brinzo] Resolution approving the settlement of the unlitigated claim of Joseph D. Brinzo by payment of \$35,000. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlement listed above at this time and may move not to disclose any information at this time.

690.31
1
2/12
4
4/26/95
canceled

BOARD of SUPERVISORS



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San Francisco 94102-4532
554-5184

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NOTICE OF CANCELED MEETINGS

NOTICE OF SPECIAL MEETING

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meetings of the Government Efficiency and Labor Committee for Tuesday, December 12 and 26, 1995, at 1:00 p.m., have been canceled.

Please note that the Government Efficiency and Labor Committee will hold a special meeting on Tuesday, December 19, 1995, at 1:00 p.m., in Room 404, Veterans Building, 401 Van Ness Avenue, San Francisco, California.

A handwritten signature in black ink, appearing to read "John L. Taylor".
JOHN L. TAYLOR
Clerk of the Board

POSTED: DECEMBER 4, 1995

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 308
SAN FRANCISCO, CA 94102

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642 DOCUMENTS DEPT.
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December 15, 1995

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations for*
SUBJECT: December 19, 1995 Government Efficiency and Labor Committee
Meeting

Item 1a - File 68-94-10.3

Department: Mayor's Office of Housing (MOH)

Item: Request to release reserved funds in the amount of \$71,151 to provide lead prevention education to residents and property owners throughout the City.

Amount: \$71,151

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Description: The Board of Supervisors previously approved a resolution authorizing the Mayor's Office of Housing (MOH) to accept and expend a grant of up to \$6 million from the U. S. Department of Housing and Urban Development (HUD) to fund a Lead-Based Paint Hazard Reduction Program (File 68-94-10). The purpose of the Lead-Based Paint Hazard Reduction Program is to (a) inspect and rehabilitate low and moderate income private housing constructed prior to 1978 and (b) implement a Primary Prevention Program to educate parents as to what preventative measures can be taken to

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

eliminate lead hazards. Other objectives include (a) expanding the City's certification programs for lead-based paint inspection, abatement and training; (b) conducting research on safer, more cost-effective methods of lead-based paint abatement; and (c) developing information technology to enhance evaluation, improve clinical practices and build links with similar projects.

Of the maximum \$6 million grant amount, \$2,101,820 was placed on reserve by the Board of Supervisors, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. Of this \$2,101,820, \$1,501,500 was designated for contracts with non-profit agencies or community-based organizations (CBOs). Of the \$2,101,820 originally placed on reserve, \$754,657 has been released thus far, thereby leaving a balance on reserve of \$1,347,163.

The MOH recently selected two non-profit agencies as contractors to provide lead prevention education to residents and property owners throughout the City and is requesting the release of \$71,151 for these contracts.

Comment: The Attachment provided by the MOH contains the names of the non-profit agencies, descriptions of the services to be provided and the allocations for each non-profit agency.

Recommendation: Approve the release of reserved funds in the amount of \$71,151 as requested.

**ITEMS RESERVED FOR RELEASE BY GOVERNMENT
EFFICIENCY & LABOR COMMITTEE
(RESOLUTION # 745-94, FILE #68-94-10)**

Category on Reserve	Proposed Grantee	Purpose	Amount to be Released	Balance on Reserve
CBO Contracts	San Francisco Apartment Association	To educate property owners on the prevention of lead paint hazards in their properties.	\$40,000	
	San Francisco Information Clearinghouse	To educate CBO's about local and state lead legislation.	\$31,151	
CBO Contracts			\$71,151	\$804,042

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 38-95-11

Department: San Francisco Fire Department (SFFD)

Item: Resolution authorizing the acceptance by the San Francisco Fire Department of a gift of specialized tools valued at \$16,244 from Makita USA, Inc., for the Fire Department's Urban Search and Rescue Program.

Description: The proposed resolution would authorize acceptance, on behalf of the City, of a gift of specialized tools valued at \$16,244 from Makita USA, Inc. for the SFFD's Urban Search and Rescue Program. The purpose of the Urban Search and Rescue Program is to locate and extricate victims trapped in collapsed buildings, primarily of heavy concrete construction. The tools would be used for training purposes.

Battalion Chief Frank Cardinale, of the SFFD, advises that all ongoing maintenance and repair costs for the specialized tools would be paid for by Makita USA, Inc.

Comments:

1. The Attachment, provided by the SFFD, contains a list of the tools and the estimated value for these tools.
2. Makita USA, Inc. sells specialized tools for use by Fire Departments and related emergency services providers.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

The Urban Search and Rescue Program of the San Francisco Fire Department has begun plans to teach Rescue Systems 2. This is a mandatory class for certification as a Rescue Specialist within the FEMA and California State guidelines for the Urban Search and Rescue Task Force.

Continuing our tradition of offering our classes at little or no cost to students, we are soliciting donations from Makita for the following equipment:

GENERATOR

2	Generator; Gas driven; Model G5710R	\$2846.00
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DEMOLITION HAMMER

2	Demolition Hammer; 20 lb.; AC/DC; Model HM1211B	\$922.00
2	Demolition Hammer; 42 lb.; AC/DC; Model HM1500B	\$1630.00
2	Demolition Hammer; 64 lb.; AC/DC; Model HM1800	\$2390.00

ROTARY HAMMER

2	Rotary Hammer; 15/16 inch; Model HR2400	\$496.00
2	Rotary Hammer; 1-1/2 inch; Model HR3851	\$956.00
2	Rotary Hammer; 2 inch; Model HR5000	\$1254.00

CHAINSAW

2	Chainsaw; Gasoline powered; Model DCS6800iFL	\$849.00
2	Chainsaw; Electrically powered; Model 5016NB	\$446.00
2	Power Cutter; Gasoline powered; Model DPC9500	\$1580.00
2	Power Cutter; Gasoline powered; Model DPC7000	\$1290.00

CIRCULAR SAW

2	Hypoid Saw; 7-1/4 inch; Model 5077B	\$286.00
---	-------------------------------------	----------

CORDLESS POWER TOOLS

2	Cordless Blade Sharpener; 9.6V; Model 903DW	\$209.00
2	Cordless Driver-Drill; 9.6V; Model 6095DW	\$284.00
2	Cordless Driver-Drill Kit; 12V; Model 6311DWHE	\$376.00
2	Cordless Impact Driver Kit; 12V Model 6911DWH	\$430.00

TOTAL	\$16,244.00
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This equipment is a necessary part of the teaching program which will develop our skills in the breeching of concrete, the shoring of structures, the building of cribbing, and ultimately the saving of lives.

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

Items 1c, 1d, 1e, 1f, 1g, 1h, 1i, 1j, 1k, 1l, 1m, 1n, 1o, 1p, 1q, 1r and 1s - Files 89-95-12, 89-95-13, 89-95-14, 89-95-15, 89-95-16, 89-95-17, 89-95-18, 89-95-19, 89-95-20, 89-95-21, 89-95-22, 89-95-23, 89-95-24, 89-95-25, 89-95-26, 89-95-27, and 89-95-28

Department: Human Resources Department
Employee Relations Division

Items:

Item 1c File 89-95-12- Resolution authorizing the enrollment of 0222 Court System Coordinator in the State Disability Insurance Program;

Item 1d File 89-95-13- Resolution authorizing the enrollment of 0230 Division Chief Clerk in the State Disability Insurance Program;

Item 1e File 89-95-14- Resolution authorizing the enrollment of 0244 Court Traffic Senior Application Programmer in the State Disability Insurance Program;

Item 1f File 89-95-15 - Resolution authorizing the enrollment of 0248 Court Systems Technical Programmer in the State Disability Insurance Program;

Item 1g File 89-95-16- Resolution authorizing the enrollment of 0260 Small Claims Legal Adviser in the State Disability Insurance Program;

Item 1h File 89-95-17- Resolution authorizing the enrollment of 0270 Assistant Division Chief Clerk in the State Disability Insurance Program;

Item 1i File 89-95-18- Resolution authorizing the enrollment of 0278 Assistant Court Program Analyst Manager in the State Disability Insurance Program;

Item 1j File 89-95-19- Resolution authorizing the enrollment of 0280 Deputy Clerk in the State Disability Insurance Program;

Item 1k File 89-95-20- Resolution authorizing the enrollment of 0287 Administrative Secretary in the State Disability Insurance Program;

Item 1l File 89-95-21- Resolution authorizing the enrollment of 0290 Deputy Clerk in the State Disability Insurance Program;

Item 1m File 89-95-22- Resolution authorizing the enrollment of 0293 Interpreter Coordinator in the State Disability Insurance Program;

Item 1n File 89-95-23- Resolution authorizing the enrollment of 0320 Deputy Clerk in the State Disability Insurance Program;

Item 1o File 89-95-24- Resolution authorizing the enrollment of 0340 Information Clerk, Municipal Court in the State Disability Insurance Program;

Item 1p File 89-95-25- Resolution authorizing the enrollment of 0360 Deputy Clerk in the State Disability Insurance Program;

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

Item 1q File 89-95-26 - Resolution authorizing the enrollment of 0342 Information Clerk Supervisor, Municipal Court in the State Disability Insurance Program;
Item 1r File 89-95-27- Resolution authorizing the enrollment of 0330 Deputy Clerk, Municipal Court, in the State Disability Insurance Program;
Item 1s File 89-95-28- Resolution authorizing the enrollment of 0350 Court Reporter, Municipal Court, in the State Disability Insurance Program;

Description: The proposed resolutions would authorize enrollment of the following Trial Court classifications in the State Disability Insurance Program (SDI):

- 0222 Court System Coordinator (File 89-95-12);
- 0230 Division Chief Clerk (File 89-95-13);
- 0244 Court Traffic Senior Application Programmer (File 89-95-14);
- 0248 Court Systems Technical Programmer (File 89-95-15);
- 0260 Small Claims Legal Adviser (File 89-95-16);
- 0270 Assistant Division Chief Clerk (File 89-95-17);
- 0278 Assistant Court Program Analyst Manager (File 89-95-18);
- 0280 Deputy Clerk (File 89-95-19);
- 0287 Administrative Secretary (File 89-95-20);
- 0290 Deputy Clerk (File 89-95-21);
- 0293 Interpreter Coordinator (File 89-95-22);
- 0320 Deputy Clerk (File 89-95-23);
- 0340 Information Clerk (File 89-95-24);
- 0360 Deputy Clerk (File 89-95-25);
- 0342 Information Clerk Supervisor (File 89-95-26);
- 0330 Deputy Clerk (File 89-95-27); and
- 0350 Court Reporter (File 89-95-28).

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

The following Trial Court classifications, which are not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolutions:

<u>File Number</u>	<u>Classification</u>	<u>Position</u>	<u>Number of Employees</u>
File 89-95-12	0222	Court System Coordinator	1
File 89-95-13	0230	Division Chief Clerk	3
File 89-95-14	0244	Court Traffic Senior Application Programmer	
File 89-95-15	0248	Court Systems Technical Programmer	1
File 89-95-16	0260	Small Claims Legal Adviser	2
File 89-95-17	0270	Assistant Division Chief Clerk	6
File 89-95-18	0278	Assistant Court Program Analyst Manager	
File 89-95-19	0280	Deputy Clerk	33
File 89-95-20	0287	Administrative Secretary	1
File 89-95-21	0290	Deputy Clerk	24
File 89-95-22	0293	Interpreter Coordinator	1
File 89-95-23	0320	Deputy Clerk	32
File 89-95-24	0340	Information Clerk	4
File 89-95-25	0360	Deputy Clerk	3
File 89-95-26	0342	Information Clerk Supervisor	1
File 89-95-27	0330	Deputy Clerk	73
File 89-95-28	0350	Court Reporter	20

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage, signed by a majority of employees in each of the above listed position classifications.

Recommendation: Approve the proposed resolutions.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1t - File 148-95-6

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to expend up to \$492,312 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (6th Cycle) waiving indirect costs.

Grant Amount: Up to \$492,312 (See Comment No. 2)

Grant Period: July 1, 1995 to June 30, 1997 (two years)

Source of Funds: California Department of Transportation

Description: The Board of Supervisors previously authorized the DPW to apply for and accept grant funds under the State-Local Transportation Partnership Program on a continuing basis over the ten-year life of the Program. The State-Local Transportation Partnership Program was created for the purpose of funding transportation improvements throughout the State. The proposed grant funds would provide monies for the sixth year of the program.

The proposed grant funding would be used by the DPW to pay for contractual services associated with resurfacing and/or reconstruction of 36 City streets, combined under 10 projects. The contractor selection process has been completed for five of the 10 projects (see Comment 1 below).

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

Project Funding: Projects for which the contractor selection process has not been completed.

	<u>State Grant</u>	<u>Local Match</u>	<u>Project Totals</u>
<u>Reconstruction</u>			
• Concrete Street Reconstruction No. 9/ Various Locations - Fillmore St.: Broadway to Vallejo; Lyon St.: Pacific to Broadway; Webster St.: Broadway St. to Green; Broadway St.: Scott to Divisadero.	\$71,373	\$1,142,452	\$1,213,825
<u>Resurfacing</u>			
• Silver Ave., Felton St. and Cambridge St. - Silver Ave.: Mission to San Bruno; Felton St.: Harvard to Princeton; Cambridge St.: Silver to Sweeny.	45,156	722,811	767,967
• Florida St., Indiana St., Wisconsin St. & 19th St. - Florida St.: Treat to Army; Indiana St.: Mariposa to Army; Wisconsin St.: 20th to Madera; 19th St.: Arkansas to Carolina.	58,238	932,206	990,444
• Clay Street - Clay St.: Gough to Drumm.	30,514	488,431	518,945
• States St., Diamond St., Castro St. & 25th St. - States St.: Castro to Levant; Diamond St.: 22nd to 24th and 26th; Castro St.: 17th and 18th; 25th St.: Diamond to Fountain.	<u>35,027</u>	<u>560,677</u>	<u>595,704</u>
Total	\$240,308	\$3,846,577	\$4,086,885

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

Projects for which the contractor selection process has been completed.

	<u>State Grant</u>	<u>Local Match</u>	<u>Project Totals</u>
<u>Reconstruction</u>			
• Lombard Street Reconstruction - Lombard St.: Hyde to Leavenworth; Montclaire Terrace: Lombard to North End.	\$54,664	\$1,093,075	\$1,147,739
<u>Concrete Street Reconstruction No. 8/ Various Locations</u> - Valley St: Castro to Diamond; Burnett Ave.: Portola to Dawnview; Noe St.: Valley to 29th; Douglas St.: Duncan to Army; Harper St.: Randall to 30th.	32,738	681,974	714,712
<u>Resurfacing</u>			
• Sacramento St. - Sacramento St.: Van Ness to Walnut.	25,865	414,021	439,886
• Mission District/ Various Locations - Valley St.: San Jose to Noe; 29th St.: San Jose to Castro; 26th St.: Guerrero to Douglass; Sanchez St.: 25th to Randall.	35,078	729,710	764,788
<u>Potrero Hill District Track Removal and Resurfacing</u>			
• Potrero Hill District Track Removal/ Various Locations.	44,029	704,771	748,800
Total	<u>\$192,374</u>	<u>\$3,623,551</u>	<u>\$3,815,925</u>
Total Grant	\$432,682	\$7,470,128	\$7,902,810

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

Required Match: \$7,470,128 - The funding source for this required local match will be previously allocated Sales Tax revenue from the San Francisco Transportation Authority.

Indirect Costs: The State-Local Transportation Partnership Program does not permit the inclusion of indirect costs in grant awards.

Comments: 1. According to Mr. Joe Ovadia of the DPW, the DPW has selected contractors for five of the ten projects. The contract amounts, sources of funding, contractors, subcontractors and MBE/WBE/LBE participation for each of the five projects, for which contractors have been selected, are as follows:

Lombard Street Reconstruction Project **\$1,147,739**

Prime Contractor:

Marinship Construction Services, Inc./
Ghilotti Bros. Construction, A Joint Venture
Marinship (MBE) 33.0%
Ghilotti Bros. 32.0%

Subcontractors:

Spencer & Son (MBE)	17.9%
Cal State Patrol (MBE)	0.2%
Golden Gate (MBE)	1.4%
Vickers Concrete (MBE)	0.4%
P & K Trucking (MBE)	1.5%
B & L (MBE)	0.1%
Spotter & Butts	6.0%
Zapattini & Son	7.5%

Total MBE participation **54.5%**

Concrete Street Reconstruction No.8/ Various Locations Project **\$714,712**

Prime Contractor:

Esquivel Grading & Paving (MBE) 80.0%

Subcontractors

A. Ruiz Construction Co. (MBE)	7.0%
Cobra Trucking (MBE)	13.0%

Total MBE participation **100.0%**

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

Sacramento Street Project \$439,886

Prime Contractor

Marinship Construction Services, Inc./
Ghilotti Bros. Construction, A Joint Venture
Marinship (MBE) 36.0%
Ghilotti Bros. 33.0%

Subcontractors:

San Francisco Grinding (MBE)	3.9%
P & K Trucking	3.3%
Vickers Concrete	12.9%
Mendelian	10.9%

Total MBE participation 67.0%

Potrero Hill District Track Removal Project \$748,800

Prime Contractor

Esquivel Grading & Paving, Inc. (MBE) 72.1%

Subcontractors:

P & K Trucking (MBE)	16.5%
R & W Concrete (MBE)	3.5%
S.F. Grinding Co. (LBE)	7.9%

Total MBE participation 92.1%

Mission District/ Various Locations Project \$764,788

Prime Contractor

Interstate/ MH Construction, A Joint Venture
Interstate 28.0%
MH Construction (MBE) 29.0%

Subcontractors

Unlacke (MBE)	17.0%
Double B Griding (MBE)	5.0%
Vickers (MBE)	1.0%
P & K (MBE)	19.0%

Total MBE Participation 71.0%

2. The proposed grant request is for an amount of up to \$492,312. The total current cost of the 10 projects is \$432,682. However, as noted in the Description above, five of the projects have not yet been bid, so a final cost has not yet been determined (See Comment No. 5).

3. The Summary of Grant Request Form, as prepared by DPW, is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 19, 1994 Government Efficiency and Labor Committee Meeting

4. The Disability Access Checklist for the proposed grant project is on file with the Clerk of the Board.
5. The DPW has not selected the contractors for the remaining five projects, including: (1) the Concrete Street Reconstruction No. 9/ Various Locations Project, (2) the Silver Ave., Felton St. and Cambridge St. Project, (3) the Florida St., Indiana St., Wisconsin St. & 19th St. Project, (4) the Clay Street Project, and (5) the States St., Diamond St., Castro St. & 25th St. Project. Therefore, \$240,308 should be placed on reserve pending the selection of the contractors, the contract cost details and the MBE/WBE status of the contractors
6. Although the DPW has awarded contracts for five of the subject projects, according to Mr. Joe Ovadia no payments have been made to these contractors with the proposed funding source. Therefore retroactive authorization is not required.

Recommendations: 1. Amend the proposed resolution to reserve \$240,308, pending the selection of contractors, the contract cost details and the MBE/WBE status of the contractors.

2. Approve the proposed resolution as amended.

Grantor State of California, Caltrans
 Contact Person Michael Lim
 Address 111 Grand Avenue
Oakland, CA 94623-0660
 Amount Requested \$492,312
 Term From 7/1/95 To 6/30/97
 Health Commission _____ Board of Supervisors: Finance Committee
Full Board

Division Bureau of Engineering
 Section Project Management
 Contact Person Joe Ovadia
 Telephone (415) 558-4004
 Application Deadline N/A
 Notification Expected _____

I. Item Description: Request to expend a continuation grant in the amount of \$ \$492,312 from the period of 7/1/95 to 6/30/97 to provide rehabilitation of roadway projects.

II. Summary:
 This grant will partly fund construction for resurfacing and reconstruction of 36 streets under the State-Local Transportation Partnership Program Cycle No. 6.

III. Outcomes/Objectives:
 Extends useful life of roadway by 10 years.

IV. Effects of Reduction or Termination of These Funds:
 The City will do less paving projects.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	<u>1,172,241</u>	<u>1,267,425</u>	<u>492,312</u>	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc.	<u>1,172,241</u>	<u>1,267,425</u>	<u>492,312</u>	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing:

VII. Personnel
 F/T CSC _____
 P/T CSC _____
 Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Sales Tax

Will grant funded employees be retained after this grant terminates? If so, How?
N/A (Grant money is used for contractual services)

***VIII. Contractual Services:** Open Bid X Sole Source _____

Item No. _____

Summary of Grant Request

Grantor State of California, Caltrans
Contact Person Michael Lim
Address 111 Grand Avenue
Oakland, CA 94623-0660
Amount Requested \$492,312
Term From 7/1/95 To 6/30/97
Health Commission _____

Division Bureau of Engineering
Section Project Management
Contact Person Joe Ovadia
Telephone (415) 558-4004
Application Deadline N/A
Notification Expected _____
Board of Supervisors: Finance Committee
Full Board _____

I. Item Description: Request to expend a continuation grant in the amount of \$ \$492,312 from the period of 7/1/95 to 6/30/97 to provide rehabilitation of roadway projects.

II. Summary:
This grant will partly fund construction for resurfacing and reconstruction of 36 streets under the State-Local Transportation Partnership Program Cycle No. 6.

III. Outcomes/Objectives:
Extends useful life of roadway by 10 years.

IV. Effects of Reduction or Termination of These Funds:
The City will do less paving projects.

V. Financial Information:

Col. ACol. BCol. CCol. DReq.Approved by

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

Item 1u - File 148-95-7

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply for, accept and expend \$20,000 in new grant funds from the State of California Department of Pesticide Regulation.

Grant Amount: \$20,000

Grant Period: July 1, 1996 to June 30, 1997

Source of Funds: State Department of Pesticide Regulation

Project: Green Gardening Educator Training Program

Description: The DPW is proposing to use the \$20,000 in State grant funds to contract, on a sole source basis, with the San Francisco League of Urban Gardeners (SLUG) to expand the existing Green Gardening Educator Training Program (GGETP). The GGETP, which began in July of 1995, was developed by the DPW, Water Pollution Prevention Program and the SLUG. The DPW advises that the goal of the GGETP is to reduce and minimize the discharge of pesticides containing toxic pollutants to the City's combined sewerage system by training individuals to demonstrate new pest management practices and gardening at various community gardening projects in San Francisco.

According to the DPW, this State grant will partially pay for the GGETP to train 15 to 21 volunteers to serve as Green Gardening Educators for FY 1996-97. The Green Gardening Educators would receive training in integrated pest management and environmental horticulture. Once trained, each Green Gardening Educator would conduct a minimum 50-hour community outreach project involving the dissemination and demonstration of integrated pest management and environmental horticultural techniques to gardeners at local community, school, and senior-center garden programs.

The DPW reports that the GGETP is currently being funded by the DPW, in the amount of \$9,000, and by the San Francisco Foundation, in the amount of \$20,000, for a total of \$29,000 for the period July 1, 1995 through June 30, 1996. The DPW advises that the total cost of the GGETP for FY 1996-97 is \$40,000 or \$20,000 more than the requested grant amount of \$20,000. The DPW reports that of the \$20,000 balance, \$15,000 is to be included in the DPW's requested

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BUDGET ANALYST

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budget for FY 1996-97 and \$5,000 is to be provided by SLUG from private donations.

Budget: DPW has prepared a \$40,000 budget for the GGETP for FY 1996-97 including funding sources and detailed expenditures (see Attachment I).

Required Match: None

Indirect Costs: None - Ms. Paula Kehoe of the DPW advises that the DPW made a policy decision, based on the limited amount of the \$20,000 grant, to not include Indirect Costs in the proposed grant budget in order to have adequate funds to provide direct program services. As such, the DPW is requesting that Indirect Costs be waived with respect to the proposed grant funds.

Comments:

1. Attachment II is a grant summary, as prepared by the DPW, for the proposed grant funds.
2. The DPW has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Boards Office.

Recommendation: We recommend approval of the proposed resolution except that we consider DPW's decision to not include Indirect Costs in the proposed grant budget to be a policy matter for the Board of Supervisors.

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Attachment 1

Date: 12/12/95

To: Sandy Brown-Richardson - Budget Analyst Office

From: Paula Kehoe - DPW, Bureau of Environmental Regulation and Management

PL

San Francisco GGETP Budget - FY 1996-1997

Operating Expenses*

Materials and Supplies	\$5,010
Curriculum Workbooks	1,240
Consultant Services	1,750
Administrative Overhead	3,000
Volunteer Stipends	9,000
Subtotal	\$20,000

Contractual Services (SLUG)

Executive Director (.02 FTE)	\$1,000
Education Director (.20 FTE)	6,800
GGETP Assistant (.30 FTE)	8,750
Fringe Benefits	2,873
Materials and Supplies	577
Subtotal	\$20,000

Total	\$40,000
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* Operating expenses totaling \$20,000 to be paid for by Sewer Service Charge funds, in the amount of \$15,000, to be included in the Department of Public Work's requested budget for FY 1996- 1997, and by private donations, in the amount of \$5,000, from SLUG.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Public Works, Bureau of Environmental Regulation and Management

Contact Person: Steven Medbery Telephone: 695-7310

Project Title: Innovations in Pest Management Grant

Grant Source: State of California Department of Pesticide Regulation

Proposed (New) / Continuation) Grant Project Summary:

This project will teach San Francisco citizens to learn ecological gardening techniques to reduce the use of chemical pesticides/fertilizers and to prevent the improper disposal of chemical pesticides/fertilizers to the sanitary sewerage system and solid waste landfills.

Amount of Grant Funding Applied for: \$ 20,000.00

Maximum Funding Amount Available: _____

Required Matching Funds: -0-

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: * _____

Will Contractual Services be put out to Bid? _____

*Department intends to award grant funding in the amount of \$20,000

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Item 1v - File 94-93-3.5

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Item: Release of reserved funds in the amount of \$45,000 to support interdepartmental work orders and other direct expenses related to MUNI Metro Accessibility Program.

Amount: \$45,000

Source of Funds: Federal Section 9 Capital Assistance Funds

Description:

1. In October of 1995, the Public Transportation Department requested the release of \$572,500 in reserved funds to be used for Phase II of the MUNI Metro Accessibility Project for design, construction preparation, and project management costs for the construction of handicapped accessibility improvement for surface and underground MUNI Metro Light Rail Vehicle (LRV) stops, including signage, wheelchair ramps lifts, and the implementation of new boarding islands to aid physically handicapped MUNI riders (File 94-93-3.4).
2. The title of that request of reserve stated that the amount to be released from reserve was \$527,500 instead of the correct amount of \$572,500. Therefore, the Budget Analyst inadvertently recommended the release of an amount of \$527,500, and should have recommended \$572,500, or \$45,000 more than was previously released (File 94-93-3.4).
3. This request would release the remaining amount of \$45,000 (\$572,500 less \$527,500).

Recommendation: Approve the requested release of reserved funds.

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Item 1w File 133-95-10

Department: Office of the Chief Administrative Officer (CAO)

Item: Resolution authorizing the CAO of the City and County of San Francisco to retroactively apply for, accept and expend a \$100,000 grant from the California State Department of Conservation.

Grant Amount: \$100,000

Grant Period: FY 1995-96

Source of Funds: California State Department of Conservation
Curbside Initiative Grants Program

Project: Residential Scavenging Prevention and Enforcement Expansion Program

Description: The State of California Curbside Initiative Grants Program is administered by the State Department of Conservation. Grants have been awarded to jurisdictions that wish to create or expand curbside recycling and scavenging abatement programs.

The Curbside Recycling Program, which is operated by the CAO's Solid Waste Management Program, has received a grant in the amount of \$100,000 from the California State Department of Conservation to reduce the impact of illegal scavenging of curbside materials. The funds received would be used to expand the existing Residential Scavenging Prevention and Enforcement Program. The goal of the expanded program is to increase enforcement efforts to focus more activity on persons who scavenge residential curbside recycling from vehicles.

Mr. Robert Haley of the CAO's Office states that the funding received from the State would permit the City to add up to 11 additional shifts per week to the existing program. Each of the additional shifts would consist of two Inspectors and a patrol vehicle for a duration of four hours. The activities related to the anti-scavenging program are conducted on an overtime basis. These additional patrols would be used to monitor collection routes and enforce anti-scavenging regulations that are currently in place.

Memo to Government Efficiency and Labor Committee
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Budget: The budget for the proposed grant program is as follows:

<u>Item</u>	<u>Cost</u>
Overtime for 2,101 hours of Q380 Police Inspector	<u>\$100,000</u>
Total	\$100,000

Required Match: None

Indirect Costs: None. The grantor does not allow the inclusion of indirect costs.

Comments:

1. Mr. Haley states that the Scavenging Prevention and Enforcement Program is currently funded by revenue generated from the refuse collection and disposal rate. The Scavenging Prevention and Enforcement Program was approved through a Supplemental Appropriation on December 16, 1994. Funding approved for this program totals \$291,500. Of the \$291,500, \$125,000 represents a workorder for the San Francisco Police Department to increase curbside recycling anti-scavenging enforcement activities. The proposed \$100,000 grant awarded by the State Department of Conservation would also be workordered to the Police Department to increase anti-scavenging activities.
2. According to Mr. Haley, the additional funding will increase the anti-scavenging program by 2,101 hours, or the overtime equivalent of 1.01 Police Inspector, allowing the Police Department to add up to 11 additional shifts per week for anti-scavenging activities. The data in Attachment 1, obtained from Mr. Haley provides the overtime hourly rate details for the budget totaling \$100,000.
3. Since the inception of the anti-scavenging program, approximately 300 citations, and warnings have been issued with regard to alleged scavenging of curbside materials. The citations have been issued as infractions. In addition to the warnings and citations, several bench warrants have been issued against violators and vehicles have been impounded.
4. Mr. Haley also states that the previously approved funding of \$291,500 and the proposed \$100,000 State grant

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should support anti-scavenging enforcement activities through FY 1996-97.

5. The CAO's Grant Application Information Form is included as Attachment 2.

6. The completion of the Disabilities Checklist was not applicable for the program to be funded by this grant. A Disabilities Access Checklist form stating such non-applicability is in file in the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

**Budget Detailing \$100,000 Grant from the California
State Department of Conservation**

PERSONNEL

Staffing

<u>Class</u>	<u>Title</u>	<u>Hourly OT</u>	<u>Night Diff</u>	<u>Total OT</u>
Q380	Inspector	\$42.4313	\$1.7680	\$44.1993

Fringe Benefits

FICA	<u>\$3.3812</u>
Total Hourly Rate	\$47.5805

<u>Class</u>	<u>Title</u>	<u>FTEs</u>	<u>Total</u>
Q380	Inspector	<u>1.01</u>	<u>\$100,000</u>
Total		1.01	\$100,000

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

o: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: CAO/Recycling Program

Contact Person: Robert Haley Telephone: (415) 554-3439

Project Title: Residential Scavenging Prevention & Enforcement Expansion

Grant Source: Department of Conservation

Proposed (New / Continuation) Grant Project Summary:

This grant is to expand the Residential Scavenging Prevention and Enforcement
program which targets people in vehicles.

Amount of Grant Funding Applied for: \$100,000

Maximum Funding Amount Available: \$500,000

Required Matching Funds: -0-

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? N/A

Memo to Government Efficiency and Labor Committee
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Item 1x - File 192-95-5

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, retroactively, and to accept and expend up to \$395,000 in Federal funds for the installation of a new traffic signal at the intersection of Lincoln Way and Funston Avenue and to install hardwire interconnect connecting the Oak/Fell Streets Traffic Signal System to the inner Sunset Traffic Signal System, forgoing reimbursement of indirect costs.

Grant Amount: Up to \$395,000

Grant Period: January 15, 1996 through September, 30, 1997 (20 1/2 months)

Source of Funds: Federal Highway Administration (FHWA)

Project: Congestion Management Air Quality (CMAQ) Program

Description: The Congestion Management Air Quality (CMAQ) Program was developed by the Metropolitan Transportation Commission (MTC) to fund transportation-related improvements in the nine Bay Area Counties.

The Department of Parking and Traffic (DPT) has been notified that it is eligible to receive up to \$395,000 in Federal Highway Administration funds for the CMAQ Program projects. DPT reports that the proposed grant funds would be used to (1) design and construct a new traffic signal at the intersection of Lincoln Way and Funston Avenue, (2) install underground hardwire to coordinate the traffic signal timing between the new signal at the intersection of Lincoln Way and Funston Avenue to an existing signal at the intersection of Lincoln Way and 9th Avenue, and (3) install underground hardwire to connect the Inner Sunset Traffic Signal System to the Oak/Fell Streets Traffic Signal System to coordinate the traffic signal timing between the two systems.

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Budget:	<u>Personnel</u>	<u>FTE</u>	
	Assistant Traffic Engineer	0.26	\$13,000
	Associate Traffic Engineer	0.08	5,000
	Senior Traffic Engineer	0.03	2,700
	Electrician	<u>0.05</u>	<u>3,000</u>
	Subtotal	0.36	\$23,700
	Fringe Benefits		<u>6,300</u>
	Subtotal Personnel		\$30,000
	Inter-Departmental Work Orders		60,000
	Contractual Services		<u>305,000</u>
	Total		\$395,000

Required Match: None

Indirect Costs: None. The Federal Highway Administration prohibits the use of these grant funds for indirect costs.

Comments:

1. Mr. David O'Keefe of the DPT advises that an amount of \$60,000 has been allocated to be work-ordered to the Department of Public Works (DPW) as follows: (1) \$30,000 to the Bureau of Engineering for design services; and (2) \$30,000 to the Bureau of Construction Management for construction management services.
2. Mr. O'Keefe advises that the DPT has not yet selected a contractor for the contractual services. Therefore, an amount of \$305,000 should be reserved pending the selection of a contractor, the MBE/WBE status of the contractor, and the submission of budget details.
3. Attached is a copy of the Grant Application Information Form, as provided by DPT.
4. DPT has prepared a Disability Access Checklist for the proposed grant, which is on file with the Clerk of the Board.

Recommendations:

1. As noted in Comment No. 2 above, the DPT has not yet selected a contractor for the contractual services. Therefore, an amount of \$305,000 should be reserved pending the selection of a contractor, the MBE/WBE status of the contractor, and submission of budget details.
2. Approve the proposed resolution as amended.

GRANT APPLICATION INFORMATION FORM

(A document required to accompany a proposed resolution
authorizing a Department to apply for a grant)

TO: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Parking and Traffic

Contact Person: David O'Keefe **Telephone:** 554-2314

Project Title: LINCOLN WAY - INSTALL NEW TRAFFIC SIGNAL
AND INTERCONNECT

Grant Source: Federal Highway Administration

Proposed New Grant Project Summary:

These funds will be used to design and construct a new traffic signal at Lincoln and Funston Avenue and to install underground hardwire interconnect necessary to coordinate all the traffic signals on Lincoln Way between Funston and 9th Avenue and on Kezar Drive between Martin Luther King and Kennedy Drives.

Amount of Grant Funding Applied for: \$395,000

Maximum Funding Amount Available: \$395,000

Required Matching Funds: N/A

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$305,000

Will Contractual Services be put out to Bid? Yes

Memo to Government Efficiency and Labor Committee
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Item 2 - File 25-95-32

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of November 28, 1995.

Department: San Francisco Water Department (SFWD)

Item: Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County Employees

Services to be Performed: Custodial Services at 425 Mason Street (See Comment No. 1).

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for custodial services for FY 1995-96 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
Salaries	\$71,330	\$84,229
Fringe Benefits	22,563	24,881
Window Washing & Supplies	<u>5,900</u>	<u>5,900</u>
Total	\$99,793	\$115,010
<u>Contractual Services Cost</u>	<u>88,800</u>	<u>88,800</u>
<u>Estimated Savings</u>	\$10,993	\$26,210

Comments:

1. Mr. Robert Vasconcellos of the SFWD advises that the SFWD plans to contract for custodial services only at 450 Mason Street. Mr. Vasconcellos advises that (1) the SFWD does not intend to contract for custodial services at the SFWD's Office at Pier 33, and (2) the SFWD inadvertently included the SFWD's Office at Pier 33 in the proposed resolution. Therefore, the proposed resolution should be

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amended to delete reference to the SFWD's Office located at Pier 33.

2. The SFWD's custodial services are currently performed under a work-order by the Department of Public Works (DPW). However, the Controller's analysis of the City-Operated Service Costs is based on the cost which would be incurred by the SFWD staff itself to provide these services. Mr. Matthew Hymel of the Controller's Office advises that DPW charges \$42,000 to \$52,000 more to do this work through a work-order from the SFWD than it would cost the SFWD itself to conduct the work due to the overhead costs charged by DPW. The range is based on the difference between the lowest and the highest salary steps.

Mr. Hymel advises that in order to compare the City-Operated Service Costs to Contracted Service Costs, the Controller based his analysis on the least expensive City-Operated Service Costs. In this case, the City-Operated Service Costs would be less if the Water Department provided in-house custodial services rather than DPW providing such custodial services.

3. Mr. Vasconcellos advises that the SFWD provided custodial services in-house with 4.0 FTE until the end of FY 1994-95. According to Mr. Vasconcellos, at that time, the SFWD determined that the custodial services provided by the SFWD were inadequate because (1) the organizational structure to oversee the custodial services was non-existent due to a supervisory position (the fifth FTE) having been eliminated at the beginning of FY 1994-95, and (2) if any of the 4.0 FTE SFWD custodial positions were absent, the SFWD did not have any replacements. Therefore, as of the beginning of FY 1995-96, all custodial positions in the SFWD budget were eliminated, and the SFWD began work-ordering \$160,000 to DPW to provide custodial services. Mr. Vasconcellos advises that the work-order budget of \$160,000 to DPW is approximately equivalent to the SFWD's previous in-house budget for custodial services.

However, Mr. Vasconcellos advises that the FY 1994-95 budget of \$160,000 for the SFWD funded 4.0 FTE, whereas the \$160,000 work-order to DPW funds 2.5 FTE positions in DPW. Nonetheless, Mr. Vasconcellos advises that the services provided by DPW with 2.5 FTE are superior to those services which the SFWD provided with 4.0 FTE. Mr. Vasconcellos advises that the SFWD was unable to provide adequate in-house custodial services for \$160,000, and would also be unable to provide in-house custodial services for

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BUDGET ANALYST

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\$99,793 to \$115,010 (2.5 FTE), as shown in the Controller's analysis.

4. Custodial services have not previously been contracted out at 425 Mason Street. Currently, as previously noted, the Department of Public Works performs the custodial services at 425 Mason Street under a \$160,000 work-order funded by the Water Department and paid to DPW.
5. Mr. Cecil Lamar of DPW advises that if a contract is awarded to perform the custodial services for the SFWD, then the proposed resolution would result in layoffs of 2.5 DPW custodial positions.
6. Ms. Lawanna Preston of the United Public Employees Union (Local 790) advises that the Union is opposed to the proposed City employee layoffs.
7. The Contractual Services Costs for purposes of this analysis are based on three informal bids and include custodial services five days per week (excluding holidays) at 425 Mason Street. Mr. Vasconcellos advises that because the contractor has not been selected, the MBE/WBE status of the contractor is not known, nor is it known if the contractor will provide health insurance to employees working on the proposed contract.
8. According to Mr. Vasconcellos, the Purchaser will initiate a formal Request for Proposal process for the custodial contract, pending approval of the proposed resolution by the Board of Supervisors.
9. The Controller's supplemental questionnaire, with the Department's responses, is attached.

Recommendation:

1. As noted in Comment No. 1 above, the proposed resolution should be amended to delete reference to the SFWD's Office at Pier 33.
2. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachment

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Water For time Period July 1, 1995-
June 30, 1996.
Contract Services Custodial

1) Who performed services prior to contracting out?

Water Department custodial staff

2) Number of City employees laid off as a result of contracting out?

Unknown

3) If the employees were not laid off as a result of contracting out, what happened to them?

4) What percent of a City employee's time is spent on services to be contracted out?

100%

5) How long have the services been contracted out?

First proposal for fiscal year 1995-96

6) Will contract services meet goals of MBE/WBE Ordinance?

Unknown



Department Representative Robert Vasconcellos

Telephone: 923-2444

Memo to Government Efficiency and Labor Committee
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Item 4 - File 97-95-60

Item: Ordinance amending the Administrative Code by adding Section 3.021, requiring the Electronic Information Processing Steering Committee to review procurement of electronic information processing resources conducted through or in conjunction with State or Federal agencies and programs.

Description: The proposed ordinance would require that the Electronic Information Processing Steering Committee (EIPSC) review all electronic information processing resources procurements conducted in connection with State or Federal agencies and programs. Under the proposed ordinance, Departments conducting such procurements would have to submit a report to the EIPSC for review. Each fiscal year, the EIPSC would be required to submit a list of the previous years' procurements conducted through or in conjunction with State or Federal agencies to the Budget Analyst, with the following information:

- prices paid for hardware and software;
- competitive industry prices for comparable hardware and software from authorized sources;
- training and staffing requirements for use and support of the hardware and software;
- software application compatibility with Standard Query Language standards;
- a long range forecast of system support costs;
- existence of cost-efficient alternatives;
- compliance with the City's Video Display Terminal Ordinance;
- any other factors the EIPSC deems relevant to such procurement.

The Budget Analyst would be required to submit a report to the Board of Supervisors including the information listed above and any other information the Budget Analyst deems relevant to such procurements.

Comments: 1. Ms. Deborah Vincent-James of the EIPSC advises that the EIPSC currently has no specific authority to review electronic

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procurements that are conducted by the City through or in conjunction with State or Federal agencies and programs. Ms. Vincent-James states that occasionally the City is required by the State or Federal government to purchase electronic information processing resources, and that the State or Federal government may mandate the procurement of certain hardware or software by the City. Ms. Vincent-James states that the proposed ordinance would explicitly give the EIPSC the authority and responsibility to review such procurements.

2. Mr. John Madden of the Controller's Office states that, although the City does not have direct control over procurements that are mandated by the State or Federal government, the proposed ordinance should call attention to potentially disadvantageous purchases before they are made. Mr. Madden states that the Controller's Office supports the policy of the Board of Supervisors and will do everything possible to make it work.

Mr. Madden further states that the existing provisions of Administrative Code Sections 3.017 and 3.018, which establish procedures for department and EIPSC reports and required reviews, would also apply to procurements conducted through or in conjunction with State or Federal agencies and programs. Therefore, the EIPSC would submit reports on individual procurements to the Mayor and Board of Supervisors, as specified in Administrative Code Section 3.017(b), and no funds would be appropriated for such procurements unless such a report had been submitted, as specified in Administrative Code Section 3.018.

3. In the professional judgment of the Budget Analyst, the proposed ordinance should be amended to require that the data which EIPSC would be required to submit to the Budget Analyst should be submitted to the Board of Supervisors for referral to Board Committee, in order to formally examine the EIPSC data and the subsequent required Budget Analyst report on the EIPSC data.

Recommendation:

1. Amend the proposed ordinance in accordance with Comment No. 3 above and approve the proposed ordinance as amended.

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Item 6 - File 27-95-18

Department: San Francisco International Airport

Item: Resolution approving the "Agreement for Operator-Assisted Long Distance Service from Public Pay Telephones" between AT&T Corporation and the City and County of San Francisco.

Term of Agreement: The proposed agreement for operator-assisted long distance service would have an effective date of April 1, 1996. The period of the agreement is for two years, from April 1, 1996 to March 31, 1998, and includes an option for a third year, to be exercised at the sole discretion of the Airport.

Description: The proposed resolution would approve an agreement between the Airport and AT&T Corporation to provide operator-assisted long distance telephone service from public pay telephones at the Airport. Under this agreement, AT&T would be selected as the long distance carrier that the public would be connected to when they dial an operator-assisted long distance call from Airport pay telephones. Such a call is placed by dialing "0" and/or "0" plus a long distance number, from Airport public phones, and then billing the call collect, to a credit card, or to a third number. With this agreement long distance calls may still be made from Airport pay telephones using other long distance carriers and using phone cards without going through AT & T. Such calls are usually made by dialing a toll-free access number for individual long distance carriers.

The Airport issued a Request for Proposal (RFP) to provide operator-assisted long distance service from Airport pay telephones, and received two responses, one from AT&T and one from MCI. The Airport evaluated these proposals based on; (a) Service to passengers -- 50% weight, (b) proposer's qualifications -- 25% weight, (c) proposed commission amount to the Airport -- 15% weight, and, (d) rates and billing to passengers -- 10% weight. Based on these considerations, AT&T received a higher overall rating, and was awarded the contract. Mr. Anthony Alicastro of the Airport's Property Management Division notes that this rating system was the same as that used in evaluating the Airport's previous operator-assisted long distance service agreement.

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Under the proposed Agreement, AT&T will provide the operator-assisted service described above, and will pay the Airport a minimum guarantee of \$1,361,000, or 3.75¢ per passenger using the Airport, whichever is greater, for the first year of the Agreement, and increasing amounts thereafter for the period of the Agreement, as shown below:

<u>Period</u>		AT&T Pays the Greater of: Minimum Annual Guarantee	Payment <u>Per Passenger</u>
First year of Agreement	\$1,361,000		3.75¢
Second year of Agreement	1,406,000		3.8¢
Option year of Agreement	1,451,000		3.85¢

Based on the proposed agreement with AT & T, the Airport estimates that it would receive payment of the minimum annual guarantee of \$1,361,000 in the first year of the Agreement.

Payments to the Airport as contained in the proposal for this service from the other bidder, MCI, were structured as follows:

<u>Period</u>		MCI Pays the Greater of: Minimum Annual Guarantee	Payment <u>Per Passenger</u>
First year of Agreement	\$1,100,000		5.61¢
Second year of Agreement	1,100,000		5.61¢
Option year of Agreement	1,100,000		5.61¢

Mr. Alicastro notes that AT & T's bid offered a higher guaranteed minimum payment than MCI's, and that MCI offered a higher rate per passenger, which could generate higher revenues to the Airport if passenger volumes grow at currently forecasted levels (See Comment No. 2).

However, Mr. Alicastro advises that AT & T was awarded the contract primarily because of the higher overall level of services offered by AT & T. As noted above, the rating system used by the Airport in evaluating the proposals from AT & T and MCI assigned the greatest weight to passenger service (50 percent), and assigned only 15 percent weight to the Airport's commission. Specifically, Mr. Alicastro reports that, for example; (a) AT & T will provide service in 140 languages, whereas MCI would provide service in 10 languages, (b) AT & T will offer Airport passengers additional services such as "800" number access to an operator in their own country, voice message services, and other services not available from MCI, (c) the amount of time required to connect when a call is dialed averages 4.5 seconds

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with AT & T versus 7 to 14 seconds with MCI, and, (d) direct dial calls using coins can be made under the AT & T proposal without triggering operator assistance whereas under the MCI proposal direct dial calls using coins cannot be made without triggering operator assistance, which results in higher rates being charged to users. A summary comparing the two proposals is included in the Attachment, provided by the Airport.

Comments:

1. The previous agreement for operator-assisted long distance service from the Airport was also with AT & T, for a three year period which included an option year exercised by the Airport, from April 1, 1993 to March 31, 1996. Under the previous agreement, the minimum annual payment was \$1,200,000, and the amount per passenger was 3.6¢. Under that agreement, the Airport has received an amount slightly greater than the minimum annual guarantee, according to Mr. Alicastro. The minimum annual guarantee amount of \$1,361,000 under the new proposed agreement with AT & T is \$161,000, or 13.4 percent, greater than that in the previous agreement with AT & T.
2. Under the Airport's Master Plan, significant expansion of the Airport is planned in the next three years. The Airport is currently authorized to issue bonds totaling approximately \$2.4 billion through 1998 to build Near Term Master Plan projects to expand the Airport in order to serve a projected increase in passenger volumes. The following table compares the amount which would be payable to the Airport under the MCI per passenger rate, using the Airport's current forecast of passenger volumes for the next three years, and the minimum annual guarantee amount payable from AT & T to the Airport (this amount is higher than the amount which would be generated using AT & T's per passenger rate):

<u>Year</u>	<u>Minimum Annual Guarantee Payable to Airport from AT & T</u>	<u>Projected Passenger Volume</u>	<u>MCI Per Passenger Rate</u>	<u>Projected Annual Amount Payable to Airport from MCI</u>
1996	\$1,361,000	35.1 million	5.61¢	\$1,969,110
1997	\$1,406,000	36.3 million	5.61¢	\$2,036,430
1998	\$1,451,000	37.5 million	5.61¢	\$2,103,750

As shown in the table above, if the Airport's projected passenger volumes are achieved, the amount to be paid to the Airport under the proposal from MCI would exceed the minimum annual guarantee amount to be paid to the Airport under the proposal from AT & T by \$608,110 (44.7 percent) in 1996, \$630,430 (44.8 percent) in 1997, and \$652,750 (45 percent) in 1998.

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Mr. Alicastro notes that while the Airport does expect to achieve its forecasted passenger levels, it has also determined that the higher degree of service to passengers which will be available under the AT & T proposal is of greater benefit than the significantly higher revenue which would be generated for the Airport under the MCI proposal with currently forecasted passenger volumes. Therefore, the Budget Analyst considers approval of this resolution to be a policy matter for the Board of Supervisors.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

ATTACHMENT

LONG DISTANCE PROPOSAL SUMMARY

	AT&T	MCI
Commission Fees	Year 1 - \$0.0375 per passenger with a minimum annual guarantee of \$1,361,000. Year 2 - \$0.0380 per passenger with a minimum annual guarantee of \$1,406,000. Year 3 (option) - \$0.0385 per passenger with a minimum annual guarantee of \$1,451,000.	Year 1 - \$0.0561 per passenger with a minimum annual guarantee of \$1,100,000. Year 2 - \$0.0561 per passenger with a minimum annual guarantee of \$1,100,000. Year 3 (option) - \$0.0561 per passenger with a minimum annual guarantee of \$1,100,000.
Proposer Qualifications	Over 100 years in business. Employs 2,000 people in the Bay Area and over 300,000 worldwide.	An inter-exchange carrier for 25 years. Employs 43,000 people nationwide.

	AT&T	MCI
Service	Direct dial coin paid calls can be made without triggering operator assistance and therefore higher rates. Operator response time - 2.2 seconds. Connection completion time after last digit entered - 4.5 seconds. Service to 281 countries.	Direct dial coin paid calls cannot be made without triggering operator assistance. Operator response time - 3 to 5 seconds. Connection completion time after last digit entered - 7 to 14 seconds. Service to 240 countries.
Enhanced Services	AT&T Message Service allows callers to leave messages in the AT&T network. The messages can then be delivered automatically. AT&T Voice Line Service allows users to create up to 20 voice labels that you speak in place of dialing a number.	110 foreign languages are available. Custom greetings/closings can be added when long distance services are accessed from the pay telephones. Special dialing instructions can be placed on the operator services database so an operator can provide users with instructions specific to the Airport.
	AT&T County Direct Service allows callers to speak directly to an operator in their own country and in their own language by dialing a toll free number. AT&T Message Access Service allows callers to contact an AT&T attendant who in turn can access and retrieve messages from the caller's electronic mail system when the caller does not have access to a computer.	MCI debit card is available as an option.

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Item 7 - File 27-95-19

Department: Airports Commission

Item: Ordinance approving modification of leases DTFA08-92-L-14110, DTFA08-93-L-14138, and DTFA08-92-L-14111 by and between the United States of America and the City and County of San Francisco, acting by and through its Airports Commission.

Description: The proposed ordinance would amend three existing leases between the Airport and the Federal Aviation Administration (FAA) with regard to the space leased by the FAA at the end of three runways at the San Francisco Airport. The FAA leases this space from the City in order to locate Precision Approach Path Indicators, which send signals to assist the pilots of aircraft in achieving optimum slopes for descent onto runways. The space is leased by the City to the FAA at no charge to the FAA. In return, the FAA installs, operates and maintains the Precision Approach Path Indicators at no cost to the City.

The proposed ordinance would specify new locations for the Precision Approach Path Indicators. According to Mr. Ernie Eavis of the Airport, this equipment must be relocated because the Airport is moving some taxiways (roadways used by aircraft to approach runways) closer to the runways. Mr. Eavis states that the Precision Approach Path Indicators need to have clearance behind them in order to function properly. He advises that traffic along the taxiways (which will run behind the current locations of this equipment) would interfere with the Precision Approach Path Indicators in their current location. Therefore, he states that the Precision Approach Path Indicators need to be relocated.

Comments:

1. Mr. Eavis states that, except for changing the locations of the Precision Approach Path Indicators for runways 10L, 28L and 19L, the proposed ordinance would not change any other provisions of the three subject leases with the FAA.
2. Mr. Eavis advises that, in conjunction with the proposed relocation of the Precision Approach Path Indicators, the FAA plans to replace the existing equipment with newer Precision Approach Path Indicators, which Mr. Eavis expects to provide more dependable performance. Mr. Eavis states that the new equipment will be installed by the FAA at no cost to the City.

Recommendation: Approve the proposed ordinance.

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Item 8 - File 27-95-20

Department: Airport Commission

Item: Ordinance approving lease numbers DTFA08-95-L-14713, DTFA08-95-L-14717, DTFA08-95-L-14708 and DTFA08-95-L-14709 between the United States of America, Federal Aviation Administration (FAA) and the City and County of San Francisco, acting by and through its Airports Commission.

Description: The proposed ordinance would approve four leases between the Airport and the FAA with respect to space leased by the FAA on or near the runways at the San Francisco Airport. The four subject leases expired on September 30, 1995. Mr. Robert Rhodes of the Airport states that the proposed leases are identical to the former leases except for the term, but the FAA has changed the identifying lease numbers, so they are officially new leases rather than lease renewals.

The FAA leases this space from the City in order to locate various types of technical equipment used to assist pilots and the control tower in landing aircraft. The space is leased by the City to the FAA at no charge to the FAA. In return, the FAA installs, operates and maintains the equipment at no cost to the City.

The Airports Commission approved a resolution on November 21, 1995 (a) stating that the continued operation of the technical equipment (instruments and aids) covered under the subject expired leases is necessary to ensure the safety of aircraft movements at the Airport, and (b) approving the leases. The leases would take effect retroactive to October 1, 1995, and would be renewable annually at the discretion of the FAA for 20 years, through September 30, 2015 (for Lease Nos. DTFA08-95-L-14713 and DTFA08-95-14717) and for 15 years, through September 30, 2010 for Lease Nos. DTFA08-95-L-14708 and DTFA08-95-L-14709). Because the leases would take effect as of October 1, 1995, the proposed ordinance should be amended to provided retroactive authorization.

The proposed leases permit the FAA to continue to locate the following equipment at the Airport, according to Mr. Ernie Eavis of the Airport:

Lease No. DTFA08-95-L-14713: Airport Surface Detection Equipment - 2 (ASDE-2), which tracks the movement of aircraft on the ground when visibility is limited.

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Lease No. DTFA08-95-L-14717: Very High Frequency Omnidrome Station and Tactical Air Navigation (VORTAC), which is part of the radar system that permits the control tower to track aircraft in the airspace surrounding the Airport.

Lease No. DTFA08-95-L-14708: Visual Approach Slope Indicator System (VASI) at Runway 10R, which provides information to pilots as to whether or not they are approaching the runway at the correct angle.

Lease No. DTFA08-95-L-14709: Runway End Identification Lights (REILS) at the end of Runway 10L, which mark the end of the runway for pilots.

Comments:

1. Mr. Rhodes states that, except for changing the terms of the leases, which had expired on September 30, 1995, and the identifying lease numbers, the proposed ordinance would not change any other provisions of the four subject leases with the FAA.
2. Mr. Rhodes advises that the reason that the leases for location of the VASI and REILS equipment are renewable by the FAA for 15 years, while the leases for the ASDE-2 and the VORTAC equipment are renewable by the FAA for 20 years, is related to the FAA's estimates of the useful life of the equipment.

Recommendations: 1. Amend the proposed ordinance to authorize retroactive approval of the leases.

2. Approve the proposed ordinance as amended.

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Item 10 - File 47-95-13

Department: Real Estate Department

Item: Resolution approving the form of the Lombard Street Garage Management Agreement and bid documents; authorizing the Parking Authority to request bids for management of the Lombard Street Garage using the approved bid documents; approving the extension of the current Lombard Street Garage Lease on a month-to-month basis; and authorizing City officials to act as agents for the Parking Authority.

Description: The Lombard Street Garage is a City-owned parking facility of 205 spaces, located at 2055 Lombard Street between Fillmore and Webster. Currently, the Garage is managed by Allright Parking, under a lease which expires on February 1, 1996. The Real Estate Department and the Department of Parking and Traffic are now preparing to competitively bid the Lombard Street Garage contract as a Management Agreement. The proposed resolution would; (a) approve the form of the Lombard Street Garage Management Agreement and the related necessary bidding documents, (b) authorize the Director of Property to request bids, and, (c) authorize a month-to-month extension of the current lease for the garage pending the receipt of bids and the approval of a new Management Agreement by the Board of Supervisors.

The term of the proposed Management Agreement would be five years. Under the provisions of the proposed Management Agreement, the City reserves the right to determine the parking rates and the specific terms and conditions for operating the Lombard Street Garage. The parking rates charged at the Lombard Street Garage are subject to approval by the Board of Supervisors.

Based on the proposed Management Agreement, the future Garage Manager would deposit all of the receipts from the Garage with the City, allowing the City to use these monies up front. The City would pay the Garage Manager a specified management fee amount on a monthly basis. The management fee amount would include both the routine operating and maintenance expenses of the Garage, and the operator's profit. Therefore, companies bidding on this Management Agreement must size their bid to accommodate both their costs to operate the garage, and their profit. The proposed Management Agreement would also provide that the City would be responsible for certain specified, non-routine maintenance costs at the Garage, which would be paid for directly by the City.

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Comment: As noted above, the Lombard Street Garage is currently operated by Allright Parking under a lease agreement. Under the provisions of the current lease, Allright Parking receives 59.9 percent of the gross revenues generated by the Garage after taxes have been deducted, and the City receives the remaining 40.1 percent of gross revenues, plus Parking Tax revenues. Allright Parking is responsible for operating and maintenance costs, with the exception of certain maintenance costs which are specified to be the responsibility of the City, such as maintenance of trees near the Garage. According to Mr. Ron Szeto of the Department of Parking and Traffic, in FY 1994-95, the Lombard Street Garage generated total receipts of \$361,612 including \$289,289 in parking revenues and \$72,323 in Parking Taxes, resulting in net parking revenues of \$173,284 paid to Allright Parking. The City received parking revenues of \$116,005, plus Parking Taxes of \$72,323, for a total amount of \$188,328.

Recommendation: Approve the proposed resolution.

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Item 11 - File 64-95-17

Department: Real Estate Department

Item: Resolution authorizing extension of the lease of real property at 445 Grant Avenue for the Chinatown Branch Library.

Location: 445 Grant Avenue

Purpose of Lease: Temporary location for the Chinatown Branch of the San Francisco Public Library during seismic repair and construction at its permanent location.

Lessor: KHC Investment Co.

Lessee: San Francisco Public Library

No. of Sq. Ft. and Cost Per Month: 6,200 square feet, at \$.081 per square foot per month, or \$5,000 per month total rental cost.

Annual Cost: \$60,000

% Change over 1994-95: None, rental rate is the same as that paid previously.

Term of Lease: Month-to-month. Repairs to the Chinatown Branch Library's permanent location are expected to be completed in March 1996.

Utilities and Janitor Provided by Lessor: No. The City pays for utilities and janitorial service at approximately \$800 per month.

Right of Renewal: Term of lease is month-to-month.

Source of Funds: Donation from the Library Foundation. These funds have already been granted and are included in the Library's FY 1995-96 budget as approved by the Board of Supervisors.

Description: The Chinatown Branch Library has been housed in a temporary location, at 445 Grant Avenue, since December 1, 1993 while seismic upgrading and construction is underway at the original Chinatown Branch Library building. The seismic upgrading and construction at the original location has taken longer than anticipated, and is now not expected to be completed until March 1996. The proposed resolution would authorize extension of the

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Library's lease at 445 Grant Avenue on a month-by-month basis from its original expiration date of September 30, 1995 until such time as the Library can return to the original building.

The lessor at 445 Grant Street has agreed to allow the Chinatown Branch Library to remain at this location on a month-by-month basis at the current monthly rental rate of \$5,000 per month. As noted above, the City also will continue to pay approximately \$800 per month for utilities and janitorial service, for a total cost of approximately \$5,800 per month.

Recommendation: Approve the proposed resolution.

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Item 12 - File 172-95-47

Department: Port of San Francisco

Item: Resolution authorizing the Port of San Francisco to hold the State Lands Commission harmless for claims arising from maintenance dredging at various locations within the Port's jurisdiction.

Description: The proposed resolution would authorize an indemnification provision contained within a lease agreement between the Port of San Francisco and the State Lands Commission under which the Port carries out dredging at key maritime facilities in San Francisco. Such indemnification provisions must be approved by the Board of Supervisors prior to the Port's entering into the lease agreement.

Under the dredging lease agreement between the Port and the State Lands Commission, the Port will conduct maintenance dredging in various locations in San Francisco, removing a maximum of 878,000 cubic yards of material. There is no lease payment from the Port to the State Lands Commission under this lease agreement, however, the Port does pay the State Lands Commission a fee of \$825 to process and file the lease agreement.

Comment: The indemnification provision contained in the lease agreement between the Port and the State Lands Commission has been reviewed by the City Attorney and approved as to form. Deputy City Attorney Rob Maerz advises that it is appropriate for the City to enter into the lease agreement as drafted, including the indemnification provision.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 14 - File 93-95-35.3

Department: Department of Human Resources

Item: Ordinance adopting and implementing the provisions of an Arbitrator's Award interpreting the provisions of the Memorandum of Understanding (MOU) regarding the compensation of Real Property Auditors and Appraisers between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO and the City and County of San Francisco to be effective retroactive to July 1, 1994.

Description: The proposed ordinance would (1) adopt the MOU between the City and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO for Real Property Auditors and Appraisers concerning wages and (2) implement the fiscal provisions of the proposed MOU. As stated in the proposed legislation, the terms of the proposed MOU would be effective through June 30, 1996 and is retroactive to July 1, 1994.

The employee classifications affected by this MOU are as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions in 1995-96 Annual Salary Ordinance</u>	<u>Annual Salary at the Top Step</u>
4220	Personal Prop. Auditor	26	\$44,970
4222	Sr. Personal Prop. Auditor	14	\$49,329
4224	Prin. Personal Prop. Auditor	7	\$59,952
4260	Real Prop. Appraiser Trainee	0	\$35,888
4261	Real Property Appraiser	20	\$44,970
4265	Sr. Real Property Appraiser	12	\$49,329
4267	Prin. Real Prop. Appraiser	4	\$59,952
	Total	83	

The proposed MOU includes the following major changes in fiscal provisions from the previous MOU:

Wage Adjustment to Establish Fixed Wage Relationship

The Arbitrator's Award interpreting the provisions of the Memorandum of Understanding regarding compensation for the seven classes of employees specified above, establishes a fixed wage relationship. As a result if this Arbitrator's Award, a five percent between difference in pay between the

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above noted classes was established. Additionally, the Arbitrator's Award establishes a premium for Auditor and Appraiser classifications over Accounting classifications. This premium is based on the greater demands and responsibilities placed on employees in the Auditor and Appraiser classifications, according to Mr. Geoffrey Rothman of the Department of Human Resources.

Wage Increase

The employees under the MOU will receive the following percentage increases in wages retroactive to the period July 11, 1994 through September 30, 1995 for Fiscal Year 1994-95 and the first quarter of FY 1995-96:

<u>Class</u>	<u>Title</u>	<u>% Increase</u>
4220	Personal Property Auditor	3.9%
4222	Sr. Personal Property Auditor	15.2%
4224	Prin. Personal Property Auditor	2.0%
4260	Real Property Appraiser Trainee	8.2%
4261	Real Property Appraiser	3.9%
4265	Sr. Real Property Appraiser	15.2%
4267	Prin. Real Property Appraiser	2.0%

For the remaining three quarters of Fiscal Year 1995-96 (October 1, 1995 through June 30, 1996), the percentage increase in wages employees under this MOU will receive are as follows:

<u>Class</u>	<u>Title</u>	<u>% Increase</u>
4220	Personal Property Auditor	1.0%
4222	Sr. Personal Property Auditor	1.0%
4224	Prin. Personal Property Auditor	1.0%
4260	Real Property Appraiser Trainee	1.0%
4261	Real Property Appraiser	1.0%
4265	Sr. Real Property Appraiser	1.0%
4267	Prin. Real Property Appraiser	1.0%

Retirement Pick-Up

For the period October 1, 1995 through December 31, 1995, the City shall "pick-up" 4 percent of the current 8 percent of the Auditor and Appraiser employee's share of retirement costs under the old retirement plan (prior to November, 1976). For the period April 1, 1996 through June 30, 1996 the City shall "pick-up" 5.5 percent of the Auditor and

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Appraiser employee's 8 percent share of retirement costs under the old retirement plan.

Summary

The Controller estimates that the above fiscal provisions will cost the City \$718,197, for both current and retroactive wage increases for the period July 11, 1994 through June 30, 1996, which would be paid during Fiscal Year 1995-96. In subsequent years, based on the terms of the MOU, the annual cost of the changes is estimated at approximately \$375,000. The Controller's estimate of cost is based on 83 employees which is the number of positions budgeted in these classes. The increased cost to the City, for the period July 11, 1994 through June 30, 1996, as estimated by the Controller's Office for the provisions noted above, are as follows:

Wages:	\$611,864
Retirement:	30,462
Retirement Pick-up:	29,063
FICA:	46,808
Total	\$718,197

Comments:

1. The Budget Analyst concurs with the Controller's estimate of the costs of the salary increase and benefits which are identified in this Arbitrator's Award.
2. Approval of the proposed ordinance would implement the provisions of the Arbitrator's Award interpreting the provisions of the MOU between the City and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Items 15, 16, 17, 18, 19, 20, 21 and 22 - Files 93-95-6.2, 93-95-11.2, 93-95-12.2, 93-95-13.2, 93-95-14.2, 93-95-16.2, 93-95-19.2 and 93-95- 24.2

Department: Department of Human Resources (DHR)

Items: Item 15, File 93-95-6.2 - Ordinance amending Ordinance No. 116-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding (MOU) between the Carpenters, Local 22 and the City for the period July 1, 1995 through June 30, 1996.

Item 16, File 93-95-11.2 - Ordinance amending Ordinance No. 121-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the Cement Masons, Local 580 and the City for period July 1, 1995 through June 30, 1996.

Item 17, File 93-95-12.2 - Ordinance amending Ordinance No. 122-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the Sheetmetal Workers, Local 104 and the City for the period July 1, 1995 through June 30, 1996.

Item 18, File 93-95-13.2 - Ordinance amending Ordinance No 123-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the International Brotherhood of Electrical Workers, Local 6 and the City for the period July 1, 1995 through June 30, 1996.

Item 19, File 93-95-14.2 - Ordinance amending Ordinance No. 124-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the International Alliance of Theatrical Stage Employees, Local 16 and the City for the period July 1, 1995 through June 30, 1996.

Item 20, File 93-95-16.2 - Ordinance amending Ordinance No. 126-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the Roofers, Local 40 and the City for the period July 1, 1995 through 1996.

Item 21, File 93-95-19.2 - Ordinance amending Ordinance No. 129-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the Pile Drivers, Local 34 and the City for the period July 1, 1995 through June 30, 1996.

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Item 22, File 93-95-24.2 - Ordinance amending Ordinance No. 132-95 to correct clerical errors in the language to the provision addressing overtime of the MOU between the Probation Officers Association, Local 856 and the City for the period July 1, 1995 through June 30, 1996.

Description:

The above-noted MOUs were previously ratified by the Board of Supervisors and the fiscal provisions for each were previously implemented by ordinance. However, the DHR advises that each of these MOUs have been found to contain a clerical error in the overtime provision. The proposed ordinances would correct these clerical errors.

The language in the overtime provision for each of these MOUs currently reads " There shall be no eligibility for overtime compensation if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment".

The proposed ordinances would correct this provision in each of the MOUs to read "There shall be no eligibility for overtime assignment if there has been sick pay, sick leave, or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment".

According to Mr. Geoff Rothman of the DHR, the proposed corrected language in the overtime provisions in each of the above-noted MOUs is for purposes of clarity and conforms with the intent of these provisions as they were negotiated. Therefore, Mr. Rothman advises that the proposed amendments would have no fiscal impact on the City.

Recommendation: Approve the proposed ordinances.

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Item 23 - File 93-95-43.1

Department: Department of Human Resources (DHR)

Item: Ordinance adopting and implementing the provisions of Amendment Number Two to the Memorandum of Understanding (MOU) between the International Union of Operating Engineers Stationary, Local 39 and the City.

Description: The proposed ordinance would implement provisions of Amendment Number Two to the MOU between the International Union of Operating Engineers Stationary, Local 39 and the City. The proposed amendment provides that; "Effective the beginning of the second pay period following approval by the Mayor of the implementing ordinance all employees covered by this Memorandum of Understanding shall be placed into a full retirement contribution status. The parties recognize that the implementation of full contribution rather than reduced contribution is irrevocable".

"Full retirement contribution status" refers to those employees who have chosen to contribute the maximum possible amount of 7.5 percent of their salary to the City's Employee Retirement System through payroll deduction. "Reduced contribution status" refers to those employees who contribute to Social Security and have chosen to contribute only 1.3 percent of their salary to the Retirement System through payroll deduction. (The 1.3 percent represents the difference between the 7.5 percent full retirement contribution rate and the basic Social Security rate of 6.2 percent).

Mr. Geoff Rothman of the Human Resources Department's Employee Relations Division advises that currently, employees represented by Local 39 under this MOU who originally chose reduced contribution status may choose to go to full contribution status. However, under Federal income tax law, such employees who choose to go from reduced to full contribution status are presently not able to reduce their taxable earnings by the amount equivalent to their increased retirement contributions. Under Federal income tax law, and the City's Administrative Code, such employees may only receive the full tax benefit of the amount of their deferred income through the increased retirement contributions if the entire bargaining unit under which they are represented chooses to shift to full contribution status, as is proposed with this amendment to the Local 39 MOU.

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Ms. Maria Newport of the Employees Retirement System advises that of the 474 employees currently represented by Local 39 who are members of the Employee Retirement System, 115 of those who originally chose to pay a reduced contribution of 1.3 percent, switched to full contribution status and therefore, as described above, are unable to receive the full tax benefit of this increased retirement contribution.

Under the proposed amendment, all employees represented by Local 39 under this MOU would be placed into full retirement contribution status, and all employees would receive the full tax benefit of this contribution.

Comment: There is no fiscal impact to the City under the proposed amendment. Increased contributions to the Retirement System by members who will switch from reduced contribution status to full contribution status under this amendment will be implemented through payroll deduction from employees.

Recommendation: Approve the proposed resolution.

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Item 24 - File 93-95-52

Department: Department of Human Resources (DHR)

Item: Ordinance adopting and implementing the provisions of the Memorandum of Understanding (MOU) between Freight Checkers, Clerical Employees and Helpers, Local 856 and the City for Bargaining Unit 11B (Supervising Registered Nurses), for the two-year period July 1, 1994 through June 30, 1996.

Description: The proposed ordinance would (1) adopt the MOU between the City and the Freight Checkers, Clerical Employees and Helpers, Local 856, which includes Supervising Registered Nurses under Bargaining Unit 11B, concerning wages, hours and other terms of employment and (2) implement the fiscal provisions of the proposed MOU. As stated in the proposed legislation, the term of the proposed MOU would for the period July 1, 1994 through June 30, 1996.

The classifications included under Bargaining Unit 11B, are as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions In 1995-96 Annual Salary Ordinance</u>	<u>Annual Salary at the Top Step</u>
2322	Head Nurse	108	\$79,240
2324	Nursing Supervisor	29	\$84,851
2326	Nursing Supervisor Psychiatric	7	\$87,383
2342	Head Nurse, Surgery	3	\$79,240
2350	Instructor of Nursing	11	\$84,851
2352	Assistant Director of Nursing Education	0	\$100,589
2366	Assistant Director of Nurses - Laguna Honda	3	\$100,589
2368	Assistant Director of Nurses - SFGH	0	\$100,589
2832	Supervising Public Health Nurse	1	\$93,516

The proposed MOU includes the following major changes in fiscal provisions from the prior MOU:

Schedules of Compensation

For FY 1995-96 there shall be a total of a two percent wage increase (one percent effective 7/1/95 and an additional one percent effective 1/1/96) for each classification covered under Bargaining Unit 11B of the proposed MOU.

Retirement Pick-Up

For the period October 1, 1995 through March 31, 1996, the City shall "pick-up" 1.5 percent of the current 8 percent of the nursing employee's share of retirement costs for nursing positions under the old retirement plan (prior to November, 1976). For the period April 1, 1996 through June 30, 1996, the City shall "pick-up" three percent of the nursing employees 8 percent share of retirement costs for nursing positions under the old plan.

Longevity Leave

Employees will be granted paid longevity leave days in conformance with the Charter to be taken on days selected by the employee subject to approval of the appointing officer and not subject to carry-over, as follows: (1) one leave day after two years of continuous service, (2) two leave days after five years of continuous service, (3) four leave days after seven years of continuous service and (4) six leave days after ten years of continuous service.

Longevity Premium

Employees with 15 years or more of continuous full-time or part-time service in any Registered Nurse classification shall be entitled to a longevity premium for \$0.61 per hour in addition to their basic hourly rate.

Estimated Costs: The Controller estimates that the additional annual costs to the City, that would result from approval of the proposed MOU, are as follows:

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December 19, 1995 Government Efficiency and Labor Committee Meeting

	<u>FY 1995-96</u>	<u>Ongoing Costs</u>
Schedules of Compensation		
Wage Increases	\$196,232	\$261,643
Related Fringe Benefits	26,099	34,799
Retirement Pick-Up	245,290	392,465
Longevity Leave	226,422	226,422
Longevity Premium	63,180	63,180
Total	\$757,223	\$978,509

The Budget Analyst concurs with the Controller's estimated additional annual costs to the City resulting from this MOU.

Comment: As previously noted, the proposed MOU has an effective date of July 1, 1994. As such, the proposed ordinance should be amended to authorize the adoption and implementation of the provisions of the proposed MOU retroactively.

Recommendations: 1. Amend the proposed ordinance to authorize the adoption and implementation of the provisions of the proposed MOU retroactively.

2. Approval of the proposed ordinance as amended is a policy matter for the Board of Supervisors.

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Item 25 - File 97-95-66

Department: Department of Animal Care and Control

Item: Ordinance amending the Administrative Code by adding Section 10.11-4 to authorize the Department of Animal Care and Control to accept payments by credit cards and Automatic Teller Machine (ATM) cards.

Description: Currently, the Department of Animal Care and Control accepts cash and checks only for all transactions. According to Mr. Carl Friedman of the Department of Animal Care and Control, the acceptance of credit cards and Automatic Teller Machine (ATM) cards would facilitate the payment of license and registration fees, penalties and other charges in connection with the care and control of animals. Mr. Friedman advises that the Department collects approximately \$100,000 annually in fees, penalties and other charges.

Mr. Tom Carrick of the Treasurer's Office advises that the City currently has a contract with Bank of America for the acceptance of credit cards (MasterCard and Visa), under which the Department of Parking and Traffic (DPT), the Department of Public Health (DPH), the Recreation and Park Department, the Arts Commission and the Public Library, the five City departments which currently accept credit cards, pay 1.56 percent of revenues generated from the use of credit cards to Bank of America. In addition, City departments must pay between \$15 and \$30 per month (\$180 to \$360 per year) for the rental of equipment, such as a card scanning machine and printer.

The Administrative Code currently permits the Recreation and Park Department, the Arts Commission and the Public Library to accept ATM cards as payment for fees and charges. However, the Treasurer and Controller must first approve any such acceptance of ATM cards. Mr. Carrick advises that such approval has not yet been granted. The proposed ordinance would authorize the Department of Animal Care and Control to also accept ATM cards, subject to the approval of the Treasurer and Controller.

Mr. Carrick advises that the Treasurer estimates that a fee of \$0.38 per transaction would be charged to the City by the administering bank for ATM purchases. Mr. Carrick advises that if the Treasurer and Controller determine that ATM card payments would be cost-effective for the City, the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Treasurer will issue a Request for Proposals (RFP) to obtain the needed banking services.

Comments: 1. Mr. Carrick advises that if the proposed ordinance were approved, the Department of Animal Care and Control would still be required to receive approval of the Treasurer and the Controller prior to the establishment of any credit card and ATM card payment system. Mr. Carrick advises that, in order to receive approval from the Treasurer and the Controller, a department must be able to demonstrate that the department could generate additional income by accepting credit cards and/or ATM cards which could offset the 1.56 percent discount rate for credit cards and/or the estimated \$0.38 per transaction charge for ATM cards.

Mr. Carrick advises that if a department receives approval to use credit cards or ATM cards, and is later unable to demonstrate the ability to generate a sufficient monthly income, the Treasurer and the Controller could rescind the department's privilege of accepting credit cards or ATM cards for the payment of fees and charges following a consultation with the department. Mr. Carrick advises that the Treasurer's Office receives monthly reports provided by Bank of America which include information such as the amount of revenue generated through the use of credit cards and the amount of fees charged by Bank of America as a result of the discount rate. Mr. Carrick advises that these reports are used to monitor a department's ability to generate sufficient monthly income to cover the bank charges.

2. In summary, approval of the proposed ordinance would authorize the Treasurer and Controller to permit the Department of Animal Care and Control to accept credit cards and/or ATM cards, if such acceptance meets the fiscal requirements imposed by the Treasurer and the Controller.

Recommendation: Approve the proposed ordinance.

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting

Item 26 - File 172-95-46

Department: Public Transportation Commission

Item: Resolution authorizing an indemnity provision in the contract between the Municipal Railway and the Transportation Research Board acting through the Public Transportation Commission.

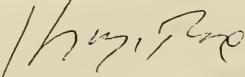
Description: The Board of Supervisors previously approved a resolution authorizing the Public Transportation Commission to apply for, accept and expend \$70,000 in Federal funds from the National Transportation Council's Transportation Research Board (TRB) to develop a violence prevention training program for MUNI Platform Operators and Station Agents. The training program will consist of a video disk with interactive capabilities, and will be aimed at increasing the skills of Platform Operators and Station Agents in handling violent and potentially violent situations.

The contract between the City and the TRB, under which grant funds for this project are transferred to the City, contains a provision in which the City indemnifies the TRB against any and all claims arising under this project. Such indemnification provisions must be authorized by the Board of Supervisors, and the proposed resolution would grant such authorization.

Comment: The proposed contract between the City and the TRB, including the indemnification provision, has been reviewed by the City Attorney and approved as to form. Deputy City Attorney Julia Ten Eyck advises that it is appropriate for the City to enter into the contract, including the indemnification provision, as drafted.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
December 19, 1995 Government Efficiency and Labor Committee Meeting



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

SF
S90.31

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12/19/95
Special

CALENDAR ... Action Taken

* SPECIAL MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, DECEMBER 19, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Ammiano - Items 10 and 11

Supervisor Teng - Item 1

CLERK: Gail Johnson

DOCUMENTS DEPT.

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 68-94-10.3. [Reserved Funds, Mayor's Office of Housing] Hearing to consider release of reserved funds, Mayor's Office of Housing, Lead Hazard Reduction/Primary Prevention Program, in the amount of \$71,151, to provide lead prevention education to residents and property owners throughout the City of San Francisco. (Proposed Grantee: San Francisco Apartment Association and San Francisco Information Clearinghouse.) (Mayor's Office of Housing)
 - (b) File 38-95-11. [Gift Acceptance, Makita USA, Inc.] Resolution authorizing acceptance by the San Francisco Fire Department (SFFD) of a gift of specialized tools valued at \$16,244 from the Makita USA, Inc., for the Fire Department's Urban Search and Rescue Program. (Fire Department)
 - (c) File 89-95-12. [SDI Coverage, Classification 0222] Resolution authorizing enrollment of Classification(s) 0222 Court System Coordinator in the State Disability Insurance Program. (Department of Human Resources)
 - (d) File 89-95-13. [SDI Coverage, Classification 0230] Resolution authorizing enrollment of Classification(s) 0230 Division Chief Clerk in the State Disability Insurance Program. (Department of Human Resources)
 - (e) File 89-95-14. [SDI Coverage, Classification 0244] Resolution authorizing enrollment of Classification(s) 0244 Court Traffic Senior Application Programmer in the State Disability Insurance Program. (Department of Human Resources)

- (f) File 89-95-15. [SDI Coverage, Classification 0248] Resolution authorizing enrollment of Classification(s) 0248 Court Systems Technical Programmer in the State Disability Insurance Program. (Department of Human Resources)
- (g) File 89-95-16. [SDI Coverage, Classification 0260] Resolution authorizing enrollment of Classification(s) 0260 Small Claims Legal Adviser in the State Disability Insurance Program. (Department of Human Resources)
- (h) File 89-95-17. [SDI Coverage, Classification 0270] Resolution authorizing enrollment of Classification(s) 0270 Assistant Division Chief Clerk in the State Disability Insurance Program. (Department of Human Resources)
- (i) File 89-95-18. [SDI Coverage, Classification 0278] Resolution authorizing enrollment of Classification(s) 0278 Assistant Court Program Analyst Manager in the State Disability Insurance Program. (Department of Human Resources)
- (j) File 89-95-19. [SDI Coverage, Classification 0280] Resolution authorizing enrollment of Classification(s) 0280 Deputy Clerk in the State Disability Insurance Program. (Department of Human Resources)
- (k) File 89-95-20. [SDI Coverage, Classification 0287] Resolution authorizing enrollment of Classification(s) 0287 Administrative Secretary, in the State Disability Insurance Program. (Department of Human Resources)
- (l) File 89-95-21. [SDI Coverage, Classification 0290] Resolution authorizing enrollment of Classification(s) 0290 Deputy Clerk, in the State Disability Insurance Program. (Department of Human Resources)
- (m) File 89-95-22. [SDI Coverage, Classification 0293] Resolution authorizing enrollment of Classification(s) 0293 Interpreter Coordinator, in the State Disability Insurance Program. (Department of Human Resources)
- (n) File 89-95-23. [SDI Coverage, Classification 0320] Resolution authorizing enrollment of Classification(s) 0320 Deputy Clerk, in the State Disability Insurance Program. (Department of Human Resources)
- (o) File 89-95-24. [SDI Coverage, Classification 0340] Resolution authorizing enrollment of Classification(s) 0340 Information Clerk, Municipal Court, in the State Disability Insurance Program. (Department of Human Resources)
- (p) File 89-95-25. [SDI Coverage, Classification 0360] Resolution authorizing enrollment of Classification(s) 0360 Deputy Clerk, in the State Disability Insurance Program. (Department of Human Resources)
- (q) File 89-95-26. [SDI Coverage, Classification 0342] Resolution authorizing enrollment of Classification(s) 0342 Information Clerk Supervisor, Municipal Court, in the State Disability Insurance Program. (Department of Human Resources)

- (r) File 89-95-27. [SDI Coverage, Classification 0330] Resolution authorizing enrollment of Classification(s) 0330 Deputy Clerk, Municipal Court in the State Disability Insurance Program. (Department of Human Resources)
- (s) File 89-95-28. [SDI Coverage, Classification 0350] Resolution authorizing enrollment of Classification(s) 0350 Court Reporter, Municipal Court, in the State Disability Insurance Program. (Department of Human Resources)
- (t) File 148-95-6. [Grant, State Local Transportation Partnership Program] Resolution authorizing the Director of Public Works to expend up to \$492,312 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (6th Cycle); waiving indirect costs. (Department of Public Works)
- (u) File 148-95-7. [State Grant, Integrated Pest Management Project] Resolution authorizing the Department of Public Works to apply for, accept and expend \$20,000 in Innovations in Pest Management Grant funding from the State of California Department of Pesticide Regulation. (Department of Public Works)
- (v) File 94-93-3.5. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Public Transportation Commission (Federal Section 9 Funds), in the amount of \$45,000, to support interdepartmental work orders and other direct expenses related to Muni Metro Accessibility Program. (Public Transportation Commission)
- (w) File 133-95-10. [State Grant, Recycling Program] Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to apply for (retroactively), accept and expend a \$100,000 grant from the Department of Conservation; waiving indirect costs. (Supervisor Alioto)
- (x) File 192-95-5. [Federal Grant, Traffic Signal System] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, retroactively, and to accept and expend up to \$395,000 in Federal Funds for the installation of a new traffic signal at the intersection of Lincoln Way and Funston Avenue and to install hardwire interconnect connecting the Oak/Fell Streets traffic signal system to the Inner Sunset traffic signal system, foregoing reimbursement of indirect costs. (Supervisor Leal)

ACTION: Items (t), (u) and (x) removed from Consent Calendar. Remainder of Consent Calendar recommended.

- t. File 148-95-6. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Director of Public Works to expend up to \$492,312 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (6th Cycle); waiving indirect costs; placing \$240,308 on reserve."
- u. File 148-95-7. Hearing held. Recommended.

x. File 192-95-5. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Executive Director of the Department of Parking and Traffic to apply for, retroactively, and to accept and expend up to \$395,000 in Federal Funds for the installation of a new traffic signal at the intersection of Lincoln Way and Funston Avenue and to install hardwire interconnect connecting the Oak/Fell Streets traffic signal system to the Inner Sunset traffic signal system, foregoing reimbursement of indirect costs; placing \$305,000 on reserve."

REGULAR CALENDAR

2. File 25-95-32. [Prop J Contract, Custodial Services] Resolution concurring with the Controller's certification that custodial services for 425 Mason Street and the Water Department's Waterfront Office at Pier 33 can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Public Utilities Commission)
(Consideration continued from 11/28/95)

ACTION: Hearing held. Tabled.

3. File 257-95-1. [Lincoln Park Pioneer Grave Site] Resolution authorizing the Medical Examiner to dispose of artifacts recovered from pioneer grave site at Lincoln Park. (Supervisor Hallinan)
(Consideration continued from 11/28/95)

ACTION: Hearing held. Recommended.

4. File 97-95-60. [Electronic Equipment Procurement] Ordinance amending Administrative Code by adding Section 3.021, enabling the Electronic Information Processing Steering Committee to review procurement of electronic information processing resources conducted through or in conjunction with state or federal agencies and programs. (Supervisors Teng, Ammiano, Bierman)

ACTION: Hearing held. Amended on page 2, line 5, after "Analyst," by adding "and to the Board of Supervisors for referral to a Board Committee." Recommended as amended.

5. File 281-95-1. [Wireless Telecommunications Devices] Hearing to consider the health and aesthetic implications of the installation of wireless communications devices on public and private rights of way. (Supervisor Bierman, Shelley, Alioto)

ACTION: Hearing held. Consideration continued to January 23, 1996, meeting.

6. File 27-95-18. [Airport Long Distance Service Agreement] Resolution approving the "Agreement for Operator-Assisted Long Distance Service from Public Pay Telephones" between AT&T Corporation and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: Hearing held. Recommended.

7. File 27-95-19. [Airport Lease Modification, FAA] Ordinance approving modification of leases DTFA08-92-L-14110, DTFA08-93-L-14138, and DTFA08-92-L-14111 by and between the United States of America and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: Hearing held. Recommended.

8. File 27-95-20. [Airport Lease Modification, FAA] Ordinance approving lease numbers DTFA08-95-L-14713, DTFA08-95-L-14717, DTFA08-95-L-14708 and DTFA08-95-L-14709 between the United States of America, Federal Aviation Administration (FAA) and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: Hearing held. Amended on line 4, after "approving," and on line 15, after "approves," by adding "retroactively." Recommended as amended. New title: "Approving, retroactively, lease numbers DTFA08-95-L-14713, DTFA08-95-L-14717, DTFA08-95-L-14708 and DTFA08-95-L-14709 between the United States of America, Federal Aviation Administration (FAA) and the City and County of San Francisco, acting by and through its Airports Commission."

9. File 222-95-1. [Amendment, Civil Service Rule 19] Ordinance adopting and implementing an amendment to Civil Service Rule 19 requiring open public meetings of the Transport Workers Union, San Francisco Municipal Railway Trust Fund. (Civil Service Commission)

ACTION: Consideration continued to January 23, 1996, meeting.

10. File 47-95-13. [Lombard Street Garage, Management Agreement] Resolution approving form of the Lombard Street Garage Management Agreement and bid documents; authorizing Parking Authority to request bids for management of the Lombard Street Garage using the approved bid documents; approving the extension of the current Lombard Street Garage Lease on a month-to-month basis; and authorizing City officials to act as agents for the Parking Authority. (Real Estate Department)

ACTION: Recommended.

11. File 64-95-17. [Lease Extension at 445 Grant Avenue] Resolution authorizing extension of the lease of real property at 445 Grant Avenue for the Chinatown Branch Library. (Real Estate Department)

ACTION: Recommended.

12. File 172-95-47. [Hold Harmless Agreement] Resolution authorizing the Port of San Francisco to hold the State Lands Commission of the State of California harmless for claims arising from maintenance dredging at various locations within the Port's jurisdiction. (Port)

ACTION: Recommended.

13. File 83-95-2. [Continuum of Care Plan] Resolution proclaiming that the Continuum of Care Plan (The Plan), dated October 1995, is the City and County of San Francisco's homeless policy document governing the development of an integrated, effective and coordinated system of health care, housing, employment and support services to prevent and reduce homelessness. (Mayor)

ACTION: Consideration continued to the Call of the Chair.

14. File 93-95-35.3. [Local 21 Arbitrator's Award] Ordinance adopting and implementing the provisions of an Arbitrator's Award interpreting the provisions of the Memorandum of Understanding regarding the compensation of real property auditors and appraisers between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO and the City and County of San Francisco, to be effective retroactive to July 1, 1994. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

15. File 93-95-6.2. [Amendment to MOU, Local 22] Ordinance amending Ordinance No. 116-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Carpenters, Local 22 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

16. File 93-95-11.2. [Amendment to MOU, Local 580] Ordinance amending Ordinance No. 121-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Cement Masons, Local 580 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

17. File 93-95-12.2. [Amendment to MOU, Local 104] Ordinance amending Ordinance No. 122-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Sheetmetal Workers, Local 104 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

18. File 93-95-13.2. [Amendment to MOU, Local 6] Ordinance amending Ordinance No. 123-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the International Brotherhood of Electrical Workers, Local 6 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

19. File 93-95-14.2. [Amendment to MOU, Local 16] Ordinance amending Ordinance No. 124-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the International Alliance of Theatrical Stage Employees, Local 16 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

20. File 93-95-16.2. [Amendment to MOU, Local 40] Ordinance amending Ordinance No. 126-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Roofers, Local 40 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

21. File 93-95-19.2. [Amendment to MOU, Local 34] Ordinance amending Ordinance No. 129-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Pile Drivers, Local 34 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

22. File 93-95-24.2. [Amendment to MOU, Local 856] Ordinance amending Ordinance No. 132-95 to correct clerical errors in the language to the provision addressing overtime of the Memorandum of Understanding between the Probation Officers Association, Local 856 and the City and County of San Francisco for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended.

23. File 93-95-43.1. [Amendment to MOU, Stationary Engineers, Local 39] Ordinance adopting and implementing the provisions of amendment number 2 to the Memorandum of Understanding between the International Union of Operating Engineers Stationary, Local 39 and the City and County of San Francisco providing that all covered employees be placed into full retirement contribution effective two pay periods after approval of this ordinance by the Mayor. (Department of Human Resources)

ACTION: Hearing held. Recommended.

24. File 93-95-52. [MOU, Local 856, Bargaining Unit 11B] Ordinance adopting and implementing the provisions of a Memorandum of Understanding between the Freight Checkers, Clerical Employees and Helpers, Local 856 and the City and County of San Francisco for Bargaining Unit 11B, Supervising Registered Nurses, for the period July 1, 1994 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Amended on line 2, after "implementing," and on line 10, after "implements," by adding "retroactively." Recommended as amended. New title: "Adopting and implementing, retroactively, the provisions of a Memorandum of Understanding between the Freight Checkers, Clerical Employees and Helpers, Local 856 and the City and County of San Francisco for Bargaining Unit 11B, Supervising Registered Nurses, for the period July 1, 1994 through June 30, 1996."

25. File 97-95-66. [Payment by Credit Cards – Dept. of Animal Control] Ordinance amending Administrative Code by adding Section 10.11-4 to authorize the Department of Animal Care and Control of the City and County of San Francisco to accept payments by credit cards and ATM cards. (Supervisor Leal)

ACTION: Hearing held. Recommended.

26. File 172-95-46. [Indemnification Agreement, PTC/TRB] Resolution authorizing an indemnity provision in the Contract between the Municipal Railway and the Transportation Research Board acting through the Public Transportation Commission. (Also see File 147-95-5.) (Public Transportation Commission)

ACTION: Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

27. File 45-95-53. [State Compensation Insurance Fund v. CCSF] Ordinance authorizing settlement of litigation of State Compensation Insurance Fund against the City and County of San Francisco by payment of \$11,000. (Municipal Court No. 103-104.) (City Attorney)

ACTION: Recommended.

28. File 45-95-54. [Charles Johnson/Diane Johnson v. CCSF] Ordinance authorizing settlement of litigation of Charles Johnson and Diane Johnson against the City and County of San Francisco by payment of \$17,500. (Superior Court No. 957-633.) (City Attorney)

ACTION: Amended on line 11 by replacing "recovery," with "payment." Recommended as amended.

29. File 45-95-55. [Ford Construction Company, Inc. v. CCSF] Ordinance authorizing settlement of litigation of Ford Construction Company, Inc. against the City and County of San Francisco by payment of \$90,000. (Superior Court No. 963-502.) (City Attorney)

ACTION: Recommended.

30. File 48-95-30. [Settlement of Claim, Yvonne Paul] Resolution approving the settlement of the unlitigated claim of Yvonne Paul by payment of \$17,500. (City Attorney)

ACTION: Recommended.

31. File 48-95-31. [Unlitigated Claim, Evelyn Guttmann] Resolution approving the settlement of the unlitigated claim of Evelyn Guttmann by payment of \$8,500. (Supervisor Hallinan)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

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